MARINE CORPS HISTORICAL LIBRARY
HQMC ROOM 3127

~~VE153.A1M3~~
~~1926~~
~~w/chgs. 1-7, Pt. A~~
~~c. 2~~

U.S. Marine Corps.

MARINE CORPS MANUAL

1926

WASHINGTON
GOVERNMENT PRINTING OFFICE
1926

VE
1.53
A1M3

SEP 25 1962

6005

MARINE CORPS MANUAL

Headquarters U. S. Marine Corps,
Washington, March 1, 1926.

The accompanying Marine Corps Manual is for the instruction and guidance of the United States Marine Corps and supersedes the following publications:

Marine Corps Manual, 1921.
Recruiting Instructions.
System of Accountability.
Instructions Governing Transportation of Troops and Supplies.
Manual of Paymaster's Department.

John A. Lejeune,
Major General Commandant.

Approved:
Curtis D. Wilbur,
Secretary of the Navy.

VE
153
.A1 M3
1926

LIST OF CHAPTERS

1. General instructions.
2. Entry into the service.
3. Separation from the service.
4. Transfers.
5. Operations and training.
6. Promotions and reductions.
7. Discipline.
8. Decorations, medals, and badges.
9. Correspondence.
10. Records and reports.
11. Organization funds.
12. Exchange regulations.
13. Marine Corps Reserve.
14. Subsistence.
15. Clothing.
16. Transportation.
17. Public property.
18. Supplies and services.
19. Utilities.
20. Animals, forage, and motor vehicles.
21. Buildings, quarters, and furniture.
22. Property accountability and responsibility.
23. Public funds.
24. Pay of officers.
25. Pay of enlisted men.
26. Allowances.
27. Allotments.
28. Miscellaneous pay provisions.
29. Additional pay for aviation.
30. Pay rolls.

CHANGES IN MARINE CORPS MANUAL NO. 1

Headquarters Marine Corps,
Washington, April 1, 1927.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order.

John A. Lejeune,
Major General Commandant.

Approved:
Curtis D. Wilbur,
Secretary of the Navy.

Pen changes:

1–8. Change caption of article to read "Photographs and Fingerprints." Change period to comma at end of sentence and add the following: "and will forward his fingerprint record on Form N. M. C. 330."

1–21. Insert the words "Paymaster sergeants" after the words "Master technical sergeants."

1–28. Strike out first four words of article and substitute the words "Paymaster sergeants."

1–35(3). Change the allowance of specialists, fourth class, at Marine Barracks, Norfolk, Va., from 2 to 2.5 per cent.

1–35(5). In 7th line, strike out the words "duty as bandsmen," and substitute the words "band duty only."

1–56. Insert the following under "Flags," "Recruiting, blue, bunting."

1–58(1). Insert the following words at the beginning of first sentence: "In time of war or national emergency, and at other times when directed by competent authority."

2–37(5). In 3d line strike out the words "and the recruiting bureau."

2–46(1). In 1st line change the word "authorized" to "legal."

2–47(1). In 3d line, after the word "the," insert the words "Marine Corps."

2–47(6). Strike out the last four words of sentence, and substitute the following words in quotation marks: "Enlisted for band duty only."

2–50(1). In 2d line change the word "and" to "including."

2–52(8). Add the following sentence to paragraph:

"If he can not be properly fitted with shoes and clothing from stock, reject him."

2–56(8). Change the word "First" to "For" in subparagraphs (*a*) and (*c*). Change subparagraph (*b*) to read as follows: "Enlisted for band duty only."

2–56(12). In 8th line insert the word "all" before the word "time," and strike out the words "by unauthorized absence."

2–57. Strike out paragraphs 12 and 13, and the number "13" in line one of paragraph 14.

2–73(14). Strike out second sentence reading "Six copies of voucher for medical attendance will be prepared and forwarded to the Bureau of Medicine and Surgery, via the Quartermaster, Marine Corps, for payment."

2–74(8). In lines 2 and 3 strike out the following words: "and the serial number of the good-conduct insignia, when such are delivered with discharge certificates,".

3–21. In lines 5 and 6 strike out the words "in accordance with one of the following examples, as may be appropriate," and immediately below insert as a heading the word "Examples."

3–23(3). In 2d line strike out the words "in all cases," and insert the words "when appropriate."

5–41(5). In 4th line, strike out the word "mortars." In next to last line of paragraph change the word "Stokes" to "trench."

5–42(1). In subparagraph (L), after the word "blue," insert the word "green."

Add the following to paragraph:

"(*p*) Identification tags.

"(*q*) Gas mask."

"(*r*) Steel helmet."

5–42(3). Strike out last four words of paragraph.

5–42(6). In 2d and 3d lines, strike out the words "except that shelter halves will not be taken unless specifically directed."

5–42(10). Change paragraph to read: "Each company will take its company typewriter and desk."

6–1(6). On page 6–2 change subparagraph (*e*) to read as follows: "(*e*) Marksmanship: War Department Training Regulations Nos. 150–5, 150–10, and 150–20."

6–1(6). On page 6–4 change subparagraph (*j*) to read as follows: "(*j*) Naval Ordnance: Naval Ordnance, United States Naval Academy 1925 edition, articles 21–48, 118, 134–169, 350–367, 426–499, 506–559 (omitting turret-gun sights), 560–579 (omitting turret firing circuits and gas-expelling devices for turret guns), 617–722 and 812–816.

6–3(5). In 2d line strike out the words "the next." In 3d line, after the word "promotion," insert the words "to first lieutenant."

7–2. In 5th line, after the word "direct," change comma to period and strike out remainder of sentence.

8-9(1). Add the following sentence to paragraph: "An enlisted man discharged after not less than two years' service in his enlistment, to accept a warrant or commission, is eligible for a good-conduct medal."

8-10(4). In 4th line change the semicolon to a comma and correct the number "81" to "82."

8-11(*gg*). Strike out last word of subparagraph and substitute the following: "November 25, 1924."

10-13(8). In line 1 change "Article 554, Navy Regulations," to "Navy Department G. O. No. 155, August 6, 1926."
In line 3 change "Art 554, N. R.," to "G. O. 155."
In lines 5, 6, 7, 9, and 10 change "Article 554, Navy Regulations" to "Navy Department G. O. No. 155."

10-20(1). In line 1, after the word "report," insert the words "of detachment of officers and."

10-20(2). Strike out subparagraphs (*a*) and (*b*).

10-20(3). In 2d line strike out the words "the Paymaster."

12-7(1). At the end of 6th line change the period to a comma and add the following words: "when Marine Corps officers are available."

12-13(3). In 3d line, after the word "status," insert the words "and without funds."

14-13. In line 1, after the word "officer," insert the words "accountable for subsistence stores." In 2d line, after the word "officer," insert the words "under him." In same line strike out the words "the commissary" and substitute the words "such stores."

14-23(1). In 2d line insert a comma after the word "market" and also after the word "required."

14-29(*a*). In line 1, after the word "the," insert the word "post."

14-31. In last line change the word "previously" to "prior."

14-61(3). In 2d line, after the word "Guard," insert the following: "officers and crews of vessels and light and depot keepers of the Lighthouse Service".

14-63(1). Add the following to paragraph: "(See art. 22-45 as to charges for overhead.)"

14-81(3). In 2d line, strike out the words "render quarterly certificate of balances and."

14-82(5). Strike out 4th line of paragraph.

14-82(8). In line 1 insert a comma after the word "ration."

14-92(1). In 4th line change the word "construct" to "provide."

15-9(6). In lines 5 and 9 change "article 554(2), Navy Regulations," to "G. O. 155, Navy Department,".

15-10(1). Strike out paragraph 1.

15-11(3). In 7th line change "article 554(2), Navy Regulations," to "G. O. 155, Navy Department,".

15-11(6). Under the heading "The debit items are" strike out "Time lost under article 554(2), Navy Regulations (show dates and number of days)."

15-11(8). In 2d line, strike out the clause "time lost under article 554(2), Navy Regulations,".

15-12(3). In 2d line, change the word "first" to "last" and strike out the word "succeeding."

15-12(5). In 19th line, after the word "lost," insert the following: "prior to May 17, 1926,".

15-14(2). In 7th line, after the word "joins," insert the word "from."
In 12th line, change "article 554(2), Navy Regulations," to "G. O. 155, Navy Department,".

17-25(4). Strike out 3d line of paragraph.

17-64. In 8th line, after the word "Corps," insert the words "(except Navy Building guard)," in parentheses.

17-65. Add the following in parentheses at the end of article: "(See art. 5-51)."

17-96. In line 1 strike out the word "annual."

17-97. Strike out entire article.

18-44. In 3d line change the word "Military" to "Audit."

18-73(5). Strike out last three words of paragraph and substitute the following: "General Expenses, Marine Corps."

20-15(1). In 2d column of list of articles strike out the item reading as follows: "1 pair spur straps, officer's, black."

22-18. Strike out last sentence of article.

22-51. Insert at the beginning of article the heading "Disposal of funds." In subparagraph (*b*) strike out the heading "Disposal of funds."

22-55(2). In 4th line change the word "Military" to "Audit."

23-21. Strike out entire article.

23-39. Strike out the 3d to 6th lines, inclusive, and substitute therefor the following: "promptly mutilate it, and issue therefor a check of a new number. (Treas. Dept. Cir. No. 8, Division of Bookkeeping and Warrants, fifth edition, January 30, 1926.)"

23-40(1). In 3d line strike out the second word "Accounting" and substitute the words "Section, Audit."

23-49(1). Strike out the last word in 7th line and substitute the words "Section, Audit."

23-49(4). In 2d line change the word "liabilities" to "check."

23-51(7). In 7th line change last three words to read as follows: "(Check Section, Audit Division)."

23-83. In 2d line insert the word "an" before the word "appropriation."

23-85. In 4th line change word "Military" to "Audit."

23-112. In 1st, 6th, 9th, and 15th lines change the word "Military" to "Audit."

23-134. In 3d line change the word "Military" to "Claims."

23-170(1). In lines 5 and 6 strike out the words "monthly statement of receipts and expenditures and the." In 7th line strike out the words "forwarded together."

✓ 23–170(2). In lines 4, 5, and 6 strike out the words "prepared on Form N. M. C. 590 and a statement of funds received from sales of clothing which were taken up on the account current but were not credited to an allotment."

✓ 23–176. Strike out 7th line reading "Statement of receipts and expenditures (Form N. M. C. 590)" and "(N. M. C. 377*b*)" in 12th line.

✓ 23–187. In 3d line change the word "Military" to "Audit."

✓ 23–188(4). In line 1 insert the word "vouchers" after the word "and."

✓ 23–195(1). Add the following sentence to paragraph 1: "There will be shown on the face of the form a summary of the appropriations covering the expenditures made in the account, giving the title, symbol number, and amount in each case."

✓ 23–224(1). In last line change the number "22" to "23."

✓ 24–4. In 1st line correct the word "way" to "war."

✓ 24–15(1). In 2d line change the word "Two" to "Three."

✓ 24–15(2). Add the following sentence to paragraph 2: "The triplicate will be retained by the pay officer taking up the account for his files."

✓ 25–1(3). Under the "First grade" in table, add "Master technical sergeant" and "Paymaster sergeant." Under "Second grade" insert "Supply sergeant" after "Gunnery sergeant."

✓ 25–12. Strike out entire article.

✓ 25–37(5). In line 1, after first word, insert the words "or nonpayment." Change period to comma at end of paragraph and add the following: "or 'Payment of gratuity, act March 4, 1925, not directed.'"

✓ 25–62(1). In the first, third, and fourth classifications of Navy mail clerks insert the words "detachments or" after the word "with." In the fifth classification of Navy mail clerks, after the word "vessels," insert the words "and at shore stations where allowed."

✓ 25–70(5). In second line change the date from "June 1, 1925," to "June 1, 1923."

✓ 25–105(20). Strike out entire paragraph.

✓ 26–1(4). In last line change the word "Naval" to "Navy."

✓ 26–44. In line 2 change comma to period after the second word "leave," and strike out remainder of article.

✓ 26–48. Strike out entire article. change to read 26-57(5)

✓ 26–57. Strike out entire article. 26-57(5)

✓ 26–72. Change period to comma at end of article and add the following: "in accordance with the provisions of Standardized Government Travel Regulations, approved by the President, August 11, 1926."

✓ 28–132. In 1st, 5th, and 6th lines change "1926" to "1927." In last line change "March 4, 1925," to "June 2, 1926."

✓ 28–140(5). In 1st and 2d lines change "Art. 554, Navy Regulations, 1920," to "Navy Department General Order No. 155, August 6, 1926."

✓ 28–146(4). In 2d line change "1926" to "1927."

✓ 30–51(*c*). In 2d line change "art. 554, N. R. 1920," to "N. D. G. O. No. 155, August 6, 1926."

30–52(*c*). In last two lines change "art. 554, N. R. 1920" to "G. O. 155."

30–52(*d*). In 2d and 3d lines change "art. 554, N. R. 1920," to "G. O. 155."

30–52(*m*). In 5th and 6th lines change "art. 554, N. R. 1920," to "G. O. 155."

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Arts. 1–10, 1–11, and 1–16. New articles inserted on pages 1–4a to 1–4c.

Art. 2–40. Paragraph (1) modified and reprinted on page 2–15.

Art. 2–42. Article modified and reprinted on page 2–16.

Art. 2–66. New paragraph (1) inserted on page 2–49.

Art. 2–67. Paragraphs (8), (9), and (10) modified and reprinted on page 2–51.

Art. 2–73. Paragraph (11) modified and reprinted on page 2–56.

Art. 2–76. Article modified and reprinted on page 2–60.

Art. 3–13. Article modified and reprinted on page 3–4.

Art. 3–29. Paragraph (2) modified and reprinted on page 3–11.

Art. 3–51. New article inserted on page 3–12.

Art. 4–11. Paragraph (2) modified and reprinted on page 4–5.

Art. 4–12. New paragraph (2) inserted on page 4–6.

Arts. 4–21, 4–26, 4–27, and 4–31. New articles inserted on pages 4–6 and 4–7.

Art. 5–8. New article inserted on pages 5–6a and 5–6b.

Art. 5–11. Paragraph (1) modified and reprinted on page 5–6c.

Arts. 5–46, 5–51, and 5–56. New articles inserted on pages 5–21 to 5–26.

Art. 6–22. Paragraph (3) modified and reprinted on page 6–9.

Art. 6–24. Paragraph (3) modified and reprinted on page 6–12.

Art. 6–31. Paragraphs (3) and (4) modified and reprinted on page 6–14 as paragraph (3).

Arts. 6–33, 6–34, and 6–35. New articles inserted on pages 6–15 and 6–16.

Arts. 6–33 and 6–34. Renumbered as articles 6–41 and 6–42.

Art. 7–9. Article modified and reprinted on page 7–4.

Art. 10–16. Paragraph (2) modified and reprinted on page 10–6.

Art. 10–31. New paragraph (2) inserted on page 10–11.

Art. 10–51. New article inserted on page 10–13.

Art. 11–3. New paragraph (5) inserted on page 11–2.

Chapter 13. Revised and reprinted on pages 13–1 to 13–32.

Art. 14–95. Article modified and reprinted on page 14–27.

Art. 14–96. Paragraph (2) modified and reprinted on page 14–28. New subparagraph (*e*) inserted on page 14–29.

Arts. 14–103 and 14–104. Articles modified and reprinted on page 14–31.

Art. 14–108. Article modified and reprinted on page 14–32.

Art. 15–19. Paragraph (2) modified and reprinted on page 15–17.

Chapter 16. Revised and reprinted on pages 16–1 to 16–90.

Art. 17–63. Article modified and reprinted on page 17–16.

Art. 17–82. New paragraph (3) inserted on page 17–19.

Arts. 17–89 and 17–90. Articles modified and reprinted on pages 17–22 and 17–22a.

Arts. 17–89 and 17–90. Articles modified and reprinted on pages 17–21 and 17–22.

Art. 17–141. New article inserted on page 17–32.

✓Art. 18–39A. New article inserted on pages 18–11a to 18–11c.
✓Art. 18–81. Paragraph (3) modified and reprinted on page 18–23.
✓Art. 21–23. Article modified and reprinted on page 21–4.
✓Art. 22–41. Paragraph (2) modified and reprinted on page 22–19.
✓Art. 22–45. Article modified and reprinted on page 22–20.
✓Art. 23–31. New paragraph (10) inserted on page 23–7.
✓Art. 23–167. Article modified and reprinted on page 23–54.
✓Art. 23–224. New paragraph (28) inserted on page 23–74.
✓Art. 25–42. New article inserted on pages 25–14a and 25–14b.
✓Art. 28–2. Paragraph (15c) modified and reprinted on page 28–3.
✓Art. 28.–4. Article modified and reprinted on pages 28–4 and 28–4a.
✓Art. 28–158. New article inserted on pages 28–34a to 28–34f.
✓Art. 30–26. New paragraphs (2) and (3) inserted on page 30–6.
✓Art. 30–73. New article inserted on pages 30–19 and 30–20.

CHANGES IN MARINE CORPS MANUAL NO. 2

HEADQUARTERS MARINE CORPS,
Washington, December 31, 1927.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order:

JOHN A. LEJEUNE,
Major General Commandant.

Approved:
CURTIS D. WILBUR,
Secretary of the Navy.

Pen changes:

1-37 (4)	In sixth line, after the word "reenlistment" insert the words "or extension of enlistment".
2-23 (6)	Strike out entire paragraph.
2-23 (8)	In fourth line, after the word "cases", insert the words "except those of married men".
2-51 (2)	In second line, after the word "Corps", insert the words "or for extension of enlistment".
2-51 (3)	In second line, after the word "reenlisted", insert the words "or extends his enlistment".
2-57 (7)	In second line change the word "six" to "five".
2-57 (8)	Strike out so much of paragraph (8) as appears on page 2-38.
2-64 (12)	Change period to comma at end of sentence, and add the words "but not exceeding five days".
5-1 (3)	Change subparagraph (c) to read as follows: "(c) Officers below the grade of field officer, after relief from staff details, will not be again detailed in a staff department until after the expiration of at least two years."
5-46	In second line, after the word "trumpet", insert the words "and drum".
5-61	Add a new article, as follows: "***Front sight covers.***—Front sight covers will not be removed from rifles except for purposes of repairs or replacements."

~~6-34 (3)~~	In fifth line strike out the words "and the Adjutant and Inspector".
6-41 (1)	In second line, after the word "privates", insert the words "of the permanent personnel of recruit depots,".
7-8	Add the following to article: "(See arts. 1879 (2), N. R., and 15-18, M. C. M.)"
9-7 (3)	Change caption to read "When chief pay clerk or pay clerk signs". In second line, after the word "day", insert the words "a chief pay clerk or". Add the following sentence to paragraph: "This has equal application to chief pay clerks and pay clerks deputized as well as those not so deputized."
12-5 (1)	In line one strike out the word "an" and insert the words "a commissioned". Add the following sentence to paragraph: "Chief warrant and warrant officers will not be detailed as exchange officers without the authority of the Major General Commandant."
13-25 (6) (e)	In third line on page 13-8, after the words "graduate", insert the words "with a degree of bachelor of arts, bachelor of science, or civil engineer,".
13-54 (4)	Strike out subparagraph (a).
13-65 (1)	Change first word of caption to "Fleet".
13-65 (13)	In tenth line, after the word "week", change period to a comma, and insert the following: "except that in the case of members of the aviation branch of the Fleet Marine Corps Reserve not more than four periods of appropriate duty shall be held in any one week."
13-75 (2)	Add the following to first footnote on page 13-33: "See art. 22-41, M. C. M."
13-80 (23)	Strike out so much of subparagraph (b) as appears on page 13-38.
14-38	In next to last line on page 14-12 strike out the word "American", and in same line change the number "1625" to "200".
14-61	Strike out entire article as it appears on page 14-16.
14-81 (3)	Strike out the word "the" at the end of second line.
14-91 (3)	In third line strike out the following: "on Forms N. M. C. 377 and 377a".
14-104	Strike out entire article.
16-119	Change the amount in second line of page 16-23 as the allowance for transfers for "men only" at Richmond, Va., from $0.06 to $0.07.
16-164 (2) (b)	Strike out first sentence. Change second sentence to read as follows: "Grandchildren, step children, adopted children, and foster children are not included."
16-170 (3)	Strike out second sentence beginning with the word "In" in fifth line.

17–19	In first and second lines strike out the word "field".
17–63	In eighth line, after the word "haversack", insert the words "and pistol belt suspenders".
17–83 (b)	Strike out the word "Steam".
18–39 (2) (a)	Change the number "18–65" at the end of third line to "18–60".
18–39A (1)	In eighth line, after the word "voucher", insert "and amounts to less than $1,000."
20–8	Strike out so much of article as appears on page 20–3.
22–53 (2)	Strike out last sentence of paragraph, beginning with the word "Funds" in fifth line.
23–11 (1)	Add the following to paragraph: "(See art. 23–15)".
23–11 (3)	Insert the words "Chief pay clerks and" at the beginning of sentence.
23–11 (4)	Insert a comma at the end of second line and add the words "a chief pay clerk".
23–49 (1)	At the end of seventh line strike out the words "Check Section, Audit", and insert the word "Claims".
23–49 (4)	In second line change the word "check" back to "liabilities" as originally printed.
23–166	In fifth line, change "Form N. M. C. 363" to "Standard Form 1025," and change the word "Abstract" to "Schedule". In sixth line, change "Form N. M. C. 722" to "Standard Form 1026."
23–167	In fourth line, strike out the words "an abstract and all vouchers", and substitute "all schedules, vouchers, and other papers. In eighth and thirteenth lines change "Abstract" to "Schedule".
23–176	In eighth line change "Form N. M. C. 363" to "Standard Form 1025," and in the ninth line change "Form 722" to "Standard Form 1026" and the word "Abstract" to "Schedule."
23–187 (1)	In lines 6 and 7 strike out the words "as prescribed by paragraph 11, Treasury Department Circular No. 52, July 29, 1907." In ninth line change the words "a copy" to "copies", and after the word "collections" insert the words "and abstract of expenditures".
23–224 (20) (f)	In third line, after the number "31", insert the words "both dates inclusive,".
23–224 (23)	Strike out so much of paragraph as appears on page 23–72.
24–40 (2)	Strike out so much of paragraph as appears on page 24–12.
26–29 (34)	In lines 2 and 3 strike out the words "relieved from duty at a station and".

26–46 (2)	Add the following to list of stations: "Republic of Haiti." "Republic of Nicaragua."
26–77 (1)	In second line strike out the words "detailed to duty involving flying".
26–101 to 26–103	Strike out.

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Art. 1–10	Article modified and reprinted on page 1–4a.
Art. 1–35	Paragraph (5) modified and reprinted on page 1–11.
Art. 2–21	Paragraph (3) modified and reprinted on pages 2–3 and 2–4.
	New paragraph (4) added and printed on page 2–4.
Arts. 2–32, 2–33	Articles modified and reprinted on pages 2–7 and 2–8.
Art. 2–34	Paragraph (4) modified and reprinted on page 2–11.
Art. 2–37	Paragraphs (8), (14), (15), and (17) modified and reprinted on pages 2–13 and 2–14.
	Paragraph (24) modified and reprinted on page 2–15.
Art. 2–40	New paragraph (7) inserted on page 2–16.
Art. 2–42	Paragraph (2) modified and reprinted on page 2–16.
Art. 2–43	Article modified and reprinted on page 2–17.
Art. 2–45	Paragraphs (4) and (5) modified and reprinted on page 2–19.
Art. 2–50	Paragraph (1) modified and reprinted on page 2–24.
Art. 2–57	Paragraphs (8), (9), and (15) modified and reprinted on page 2–39.
Art. 2–72	Paragraphs (1) and (3) (g) modified and reprinted on pages 2–53 and 2–54.
Art. 3–3	New paragraph (5) inserted on page 3–2.
Art. 3–11	Subparagraph (1) (3) modified and reprinted on page 3–3.
Art. 3–15	New paragraph (2) inserted on page 3–6.
Art. 3–23	Paragraph (4) modified and reprinted on page 3–9.
Art. 3–25	Article modified and reprinted on page 3–10.
Art. 5–42	Paragraphs (2) and (3) modified and reprinted on page 5–19.
Art. 6–24	Paragraph (7) modified and reprinted on page 6–13.
Art. 9–71	New article inserted on page 9–9.
Art. 10–27	Article modified and reprinted on page 10–10.
Art. 13–80	Paragraphs (4), (10), and (23) (b) modified and reprinted on pages 13–35, 13–36, and 13–39.
Art. 14–61	Article modified and reprinted on page 14–16a.
Art. 14–96	Article modified and reprinted on pages 14–28 and 14–29.
Art. 15–18	New paragraph (3) inserted on pages 15–16 and 15–16a.
Art. 16–12	Paragraph (3) modified and reprinted on page 16–3.
Art. 16–115	Article modified and reprinted on page 16–19.
Art. 16–116	Paragraphs (2), (3), and (4) modified and reprinted on page 16–20.
Art. 16–314	Subparagraph (m) modified and reprinted on page 16–90.
Art. 17–21	Paragraph (1) modified and reprinted on page 17–7.

Art. 17–25	Paragraph (1) modified and reprinted on page 17–8.
Arts. 17–95, 17–97	Articles modified and reprinted on page 17–23.
Art. 18–31	Article modified and reprinted on page 18–8.
Arts. 18–60, 18–71, 18–72, 18–73.	Articles modified and reprinted on pages 18–19, 18–20, 18–21, 18–22, and 18–22a.
Art. 19–56	Article modified and reprinted on page 19–8.
Arts. 20–6, 20–7, 20–8.	Articles modified and reprinted on pages 20–2 and 20–2a.
Art. 21–48	New article inserted on page 21–9.
Arts. 22–41, 22–42, 22–43.	Articles modified and reprinted on pages 22–19 and 22–20.
Art. 23–15	Article modified and reprinted on page 23–3.
Art. 23–23	Article modified and reprinted on pages 23–5 and 23–6.
Art. 23–151	Paragraphs (1) and (2) modified and reprinted on page 23–49.
Arts. 23–170, 23–171, 23–172.	Articles modified and reprinted on pages 23–55 and 23–56.
Art. 23–210	Article modified and reprinted on page 23–66.
Art. 23–215	Article modified and reprinted on pages 23–67 and 23–68.
Art. 23–220	Paragraph (9) modified and reprinted on page 23–68b.
Art. 23–224	Paragraphs (23), (24), and (25) modified and reprinted on page 23–73. New paragraph (28) (b) inserted on page 23–74.
Art. 24–40	Paragraph (2) modified and reprinted on page 24–13.
Art. 24–42	Paragraphs (2) and (3) modified and reprinted on page 24–14.
Art. 25–42	Paragraph (14) modified and reprinted on page 25–14b.
Art. 26–1	Paragraph (2) modified and reprinted on page 26–1.
Art. 26–104	Article modified and reprinted on pages 26–41 and 26–42.
Chap. 29	Revised and reprinted on pages 29–1 to 29–20.
Art. 30–98	Article modified and reprinted on page 30–22.

CHANGES IN MARINE CORPS MANUAL NO. 3

Headquarters Marine Corps,
Washington, October 12, 1928.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order:

John A. Lejeune,
Major General Commandant.

Approved:
T. Douglas Robinson,
Acting Secretary of the Navy.

Pen changes:

1-64	On page 1-22 insert the abbreviation "Hq" for the word "Headquarters".
2-57 (15)	In second line, after the word "upon", insert the words "acceptance for".
5-11 (2)	Strike out so much of paragraph as appears on page 5-7.
5-31 (3)	In lines 5 and 6 change "67.8" to "42.9" and "32.2" to "57.1".
6-1 (6) (A) (j)	In line one strike out "1920".
7-9 (2)	In third line, after the word "Division" insert the words "or at recruiting stations of the district of Denver".
10-13 (10), (11)	Strike out so much of paragraphs as appear on page 10-5.
10-30 (1)	In third line change the word "or" to "but may be".
13-19 (2)	In fourth line strike out the word "Fleet" in two places.
14-38	Strike out so much of article as appears on page 14-13.
14-97 (c)	Change period to comma at end of sentence and add the following: "or the officer designated by the Major General Commandant to approve them, and the request is approved."
16-119	On page 16-22 change the amount for "men only" at Pensacola, Fla., from .24 to .30.
16-169 (1)	Insert a period after the word "requests", at the end of eighth line, and strike out remainder of sentence.

17-22 (4)	Change the comma to a period after the word "Treasury", in fifth line, and strike out remainder of sentence.
23-194 (4)	Strike out entire paragraph.
23-201	Strike out sixteenth line reading "memorandum showing rates of pay, balances, etc. (N. M. C. 662)".
25-13 (15)	Add the following at end of paragraph: "6976)".
26-89	Strike out article as it appears on page 26-39.
26-104 (2)	In line 15 add the following after the word "years": "——— days lost, art. 10-30, M. C. M."
27-4 (2)	In second line strike out the words "Life Insurance in chapter 28" and insert "art. 27-31".
27-18	In line one, after the word "by", insert the word "radio". In fourth line strike out the word "Captain".
28-146 (14)	Strike out entire paragraph.
30-81 (1)	In sixth line correct the word "Overpain" to "Overpaid".

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Art. 1-35	Paragraph (5) modified and reprinted on page 1-11.
Art. 1-61	Article modified and reprinted on page 1-19.
Art. 2-33	Paragraph (1) modified and reprinted on page 2-7.
Art. 2-52	Paragraph (8) modified and reprinted on page 2-26.
Art. 3-16	Article revised and reprinted on pages 3-6 and 3-6a.
Art. 4-29	New article inserted on page 4-7.
Art. 5-11	Paragraph (2) modified and reprinted on page 5-6c.
Art. 5-56	Article modified and reprinted on page 5-26.
Art. 6-1	Paragraphs (2) and (6) (A) (g) modified and reprinted on pages 6-1 and 6-2.
Art. 6-23	Paragraphs (7), (8), (10), and (13) revised and reprinted on pages 6-11 and 6-12 as paragraphs (8) to (15). Paragraphs (9), (11), and (12) renumbered as (7), (16), and (17).
Art. 6-28	New paragraph (1) inserted on page 6-13.

Art. 6–41	Paragraph (1) modified and reprinted on page 6–17.
Art. 10–13	Paragraphs (10) and (11) modified and reprinted on page 10–4.
Art. 13–41	Paragraph (1) modified and reprinted on page 13–12.
Art. 13–41	New subparagraph (4) (f) inserted on page 13–13.
Art. 13–54	New paragraph (5) inserted on page 13–19.
Art. 13–75	Paragraphs (2), (3), (4), and (5) modified and reprinted on page 13–33.
Art. 13–80	Paragraph (3) modified and reprinted on pages 13–34 and 13–35.
Art. 14–38	Article modified and reprinted on pages 14–12, 14–12a, and 14–12b.
Arts. 14–94 and 14–95.	Articles modified and reprinted on page 14–27.
Art. 15–12	Paragraph (11) modified and reprinted on page 15–12.
Art. 15–19	New paragraphs (9) and (10) inserted on page 15–18a.
Art. 16–135	Article modified and reprinted on page 16–24.
Art. 20–37	Article modified and reprinted on pages 20–11 and 20–12.
Art. 23–55	Paragraph (7) modified and reprinted on page 23–21.
Art. 24–15	Paragraph (2) modified and reprinted on page 24–5.
Art. 25–37	Paragraph (3) modified and reprinted on page 25–12.
Art. 26–11	Paragraphs (2) and (3) modified and reprinted on pages 26–3 and 26–4.
Art. 26–14	Paragraph (2) modified and reprinted on page 26–5.
Art. 26–36	New paragraph (3) inserted on page 26–14.
Art. 26–85	Article modified and reprinted on page 26–38.
Arts. 26–90 and 26–91.	New articles inserted on pages 26–38a to 26–38f.
Art. 27–12	Article modified and reprinted on page 27–4.
Art. 27–31	Article revised and reprinted on page 27–8.
Art. 28–2	Paragraph (11) modified and reprinted on page 28–3.
Art. 28–41	Paragraph (1) modified and reprinted on pages 28–11 and 28–12.
Art. 28–76	New paragraph (2) inserted on page 28–18.
Art. 28–140	Paragraph (3) modified and reprinted on page 28–29.
Art. 30–26	Paragraph (2) modified and reprinted on page 30–6.
Art. 30–52	Subparagraph (h) modified and reprinted on page 30–12.

8-9(1). Add the following sentence to paragraph: "An enlisted man discharged after not less than two years' service in his enlistment, to accept a warrant or commission, is eligible for a good-conduct medal."

8-10(4). In 4th line change the semicolon to a comma and correct the number ~~"81" to "82."~~

8-11(*gg*). Strike out last word of subparagraph and substitute the following: "~~November 25, 1924.~~"

10-13(8). In line 1 change "Article 554, Navy Regulations," to "Navy Department G. O. No. 155, August 6, 1926."

~~In line 3 change "Art 554,~~ N. R.," to "G. O. 155."

In lines 5, 6, 7, 9, and 10 change "Article 554, Navy Regulations" to "Navy Department G. O. No. 155."

~~10-20(1).~~ In line 1, after the word "report," insert the words "of detachment of officers and."

10-20(2). Strike out subparagraphs (*a*) and (*b*).

~~10-20(3).~~ In 2d line strike out the words "the Paymaster."

~~12-7(1).~~ At the end of 6th line change the period to a comma and add the following words: "when Marine Corps officers are available."

~~12-13(3).~~ In 3d line, after the word "status," insert the words "and without funds."

~~14-13.~~ In line 1, after the word "officer," insert the words "accountable for subsistence stores." In 2d line, after the word "officer," insert the words "under him." In same line strike out the words "the commissary" and substitute the words "such stores."

14-23(1). In 2d line insert a comma after the word "market" and also after the fifth classification of Navy mail clerks, after the word "vessels," insert the words "and at shore stations where allowed."

~~25-70(5).~~ In second line change the date from "June 1, 1925," to "June 1
and crews of vessels and light and depot keepers of the Lighthouse Service".

14-63(1). Add the following to paragraph: "(See art. 22-45 as to charges for overhead.)"

14-81(3). In 2d line, strike out the words "render quarterly certificate of balances and."

~~14-82(5).~~ Strike out 4th line of paragraph.

~~14-82(8).~~ In line 1 insert a comma after the word "ration."

~~14-92(1).~~ In 4th line change the word "construct" to "provide."

15-9(6). In lines 5 and 9 change "article 554(2), Navy Regulations," to "G. O. 155, Navy Department,".

15-10(1). Strike out paragraph 1.

15-11(3). In 7th line change "article 554(2), Navy Regulations," to "G. O. 155, Navy Department,".

~~15-11(6).~~ Under the heading "The debit items are" strike out "Time lost under article 554(2), Navy Regulations (show dates and number of days)."

15-11(8). In 2d line, strike out the clause "time lost under article 554(2), Navy Regulations,".

~~15-12(3~~). In 2d line, change the word "first" to "last" and strike out the word "succeeding."

~~15-12(5)~~. In 19th line, after the word "lost," insert the following: "prior to May 17, 1926,".

15-14(2). In 7th line, after the word "joins," insert the word "from." ~~In 12th line~~, change "article 554(2), Navy Regulations," to "G. O. 155, Navy Department,".

17-25(4). Strike out 3d line of paragraph.

~~17-64. In~~ 8th line, after the word "Corps," insert the words "(except Navy Building guard)," in parentheses.

~~17-65.~~ Add the following in parentheses at the end of article: "(See art. 5-51)."

? 17-96. In line 1 strike out the word "annual."

~~17-97.~~ Strike out entire article.

~~18-44.~~ In 3d line change the word "Military" to "Audit."

18-73(5). Strike out last three words of paragraph and substitute the following: "General Expenses, Marine Corps."

20-15(1). In 2d column of list of articles strike out the item reading as follows: "1 pair spur straps, officer's, black."

22-18. Strike out last sentence of article.

~~22-51.~~ Insert at the beginning of article the heading "Disposal of funds." In subparagraph (*b*) strike out the heading "Disposal of funds."

~~22-55(2). In~~ 4th line change the word "Military" to "Audit."

23-21. Strike out entire article.

~~23-40(1)~~. In 3d line strike out the second word "Accounting" and substitute the words "Section, Audit."

23-49(1). Strike out the last word in 7th line and substitute the words "Section, Audit."

~~23-49(4).~~ In 2d line change the word "liabilities" to "check."

~~23-51(7).~~ In 7th line change last three words to read as follows: "(Check Section, Audit Division)."

23-83. In 2d line insert the word "an" before the word "appropriation."

~~23-85.~~ In 4th line change word "Military" to "Audit."

~~23-112.~~ In 1st, 6th, 9th, and 15th lines change the word "Military" to "Audit."

23-134. In 3d line change the word "Military" to "Claims."

23-170(1). In lines 5 and 6 strike out the words "monthly statement of receipts and expenditures and the." In 7th line strike out the words "forwarded together."

~~23-170(2).~~ In lines 4, 5, and 6 strike out the words "prepared on Form N. M. C. 590 and a statement of funds received from sales of clothing which were taken up on the account current but were not credited to an allotment."

~~23-176.~~ Strike out 7th line reading "Statement of receipts and expenditures (Form N. M. C. 590)" and "(N. M. C. 377*b*)" in 12th line.

~~23-187.~~ In 3d line change the word "Military" to "Audit."

~~23-188(4).~~ In line 1 insert the word "vouchers" after the word "and."

23-195(1). Add the following sentence to paragraph 1: "There will be shown on the face of the form a summary of the appropriations covering the expenditures made in the account, giving the title, symbol number, and amount in each case."

~~23-224(1).~~ In last line change the number "22" to "23."

~~24-4.~~ In 1st line correct the word "way" to "war."

~~24-15(1).~~ In 2d line change the word "Two" to "Three."

24-15(2). Add the following sentence to paragraph 2: "The triplicate will be retained by the pay officer taking up the account for his files."

~~25-1(3).~~ Under the "First grade" in table, add "Master technical sergeant" and "Paymaster sergeant." Under "Second grade" insert "Supply sergeant" after "Gunnery sergeant."

~~25-12.~~ Strike out entire article.

~~25-37(5).~~ In line 1, after first word, insert the words "or nonpayment." Change period to comma at end of paragraph and add the following: "or 'Payment of gratuity, act March 4, 1925, not directed.'"

25-62(1). In the first, third, and fourth classifications of Navy mail clerks insert the words "detachments or" after the word "with." In the fifth classification of Navy mail clerks, after the word "vessels," insert the words "and at shore stations where allowed."

~~25-70(5).~~ In second line change the date from "June 1, 1925," to "June 1, 1923."

~~25-105(20).~~ Strike out entire paragraph.

~~26-1(4).~~ In last line change the word "Naval" to "Navy."

~~26-44.~~ In line 2 change comma to period after the second word "leave," and strike out remainder of article.

~~26-48.~~ Strike out entire article.

26-57. Strike out entire article.

~~26-72.~~ Change period to comma at end of article and add the following: "in accordance with the provisions of Standardized Government Travel Regulations, approved by the President, August 11, 1926."

~~28-132.~~ In 1st, 5th, and 6th lines change "1926" to "1927." In last line change "March 4, 1925," to "June 2, 1926."

28-140(5). In 1st and 2d lines change "Art. 554, Navy Regulations, 1920," to "Navy Department General Order No. 155, August 6, 1926."

~~28-146(4).~~ In 2d line change "1926" to "1927."

~~30-51~~(*c*). In 2d line change "art. 554, N. R. 1920," to "N. D. G. O. No. 155, August 6, 1926."

30–52(*c*). In last two lines change "art. 554, N. R. 1920" to "G. O. 155."
30–52(*d*). In 2d and 3d lines change "art. 554, N. R. 1920," to "G. O. 155."
30–52(*m*). In 5th and 6th lines change "art. 554, N. R. 1920," to "G. O. 155."

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Arts. 1–10, 1–11, and 1–16. New articles inserted on pages 1–4a to 1–4c.
Art. 2–40. Paragraph (1) modified and reprinted on page 2–15.
Art. 2–42. Article modified and reprinted on page 2–16.
Art. 2–66. New paragraph (1) inserted on page 2–49.
Art. 2–67. Paragraphs (8), (9), and (10) modified and reprinted on page 2–51.
Art. 2–73. Paragraph (11) modified and reprinted on page 2–56.
Art. 2–76. Article modified and reprinted on page 2–60.
Art. 3–13. Article modified and reprinted on page 3–4.
Art. 3–29. Paragraph (2) modified and reprinted on page 3–11.
Art. 3–51. New article inserted on page 3–12.
Art. 4–11. Paragraph (2) modified and reprinted on page 4–5.
Art. 4–12. New paragraph (2) inserted on page 4–6.
Arts. 4–21, 4–26, 4–27, and 4–31. New articles inserted on pages 4–6 and 4–7.
Art. 5–8. New article inserted on pages 5–6a and 5–6b.
Art. 5–11. Paragraph (1) modified and reprinted on page 5–6c.
Arts. 5–46, 5–51, and 5–56. New articles inserted on pages 5–21 to 5–26.
Art. 6–22. Paragraph (3) modified and reprinted on page 6–9.
Art. 6–24. Paragraph (3) modified and reprinted on page 6–12.
Art. 6–31. Paragraphs (3) and (4) modified and reprinted on page 6–14 as paragraph (3).
Arts. 6–33, 6–34, and 6–35. New articles inserted on pages 6–15 and 6–16.
Arts. 6–33 and 6–34. Renumbered as articles 6–41 and 6–42.
Art. 7–9. Article modified and reprinted on page 7–4.
Art. 10–16. Paragraph (2) modified and reprinted on page 10–6.
Art. 10–31. New paragraph (2) inserted on page 10–11.
Art. 10–51. New article inserted on page 10–13.
Art. 11–3. New paragraph (5) inserted on page 11–2.
Chapter 13. Revised and reprinted on pages 13–1 to 13–32.
Art. 14–95. Article modified and reprinted on page 14–27.
Art. 14–96. Paragraph (2) modified and reprinted on page 14–28. New subparagraph (*e*) inserted on page 14–29.
Arts. 14–103 and 14–104. Articles modified and reprinted on page 14–31.
Art. 14–108. Article modified and reprinted on page 14–32.
Art. 15–19. Paragraph (2) modified and reprinted on page 15–17.
Chapter 16. Revised and reprinted on pages 16–1 to 16–90.
Art. 17–63. Article modified and reprinted on page 17–16.
Art. 17–82. New paragraph (3) inserted on page 17–19.
Arts. 17–89 and 17–90. Articles modified and reprinted on pages 17–22 and 17–22a.
Arts. 17–89 and 17–90. Articles modified and reprinted on pages 17–21 and 17–22.
Art. 17–141. New article inserted on page 17–32.

Art. 18–39A. New article inserted on pages 18–11a to 18–11c.
Art. 18–81. Paragraph (3) modified and reprinted on page 18–23.
Art. 21–23. Article modified and reprinted on page 21–4.
Art. 22–41. Paragraph (2) modified and reprinted on page 22–19.
Art. 22–45. Article modified and reprinted on page 22–20.
Art. 23–31. New paragraph (10) inserted on page 23–7.
Art. 23–167. Article modified and reprinted on page 23–54.
Art. 23–224. New paragraph (28) inserted on page 23–74.
Art. 25–42. New article inserted on pages 25–14a and 25–14b.
Art. 28–2. Paragraph (15c) modified and reprinted on page 28–3.
Art. 28.–4. Article modified and reprinted on pages 28–4 and 28–4a.
Art. 28–158. New article inserted on pages 28–34a to 28–34f.
Art. 30–26. New paragraphs (2) and (3) inserted on page 30–6.
Art. 30–73. New article inserted on pages 30–19 and 30–20.

CHANGES IN MARINE CORPS MANUAL, NO. 4

HEADQUARTERS MARINE CORPS,
Washington, October 22, 1929.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order.

W. C. NEVILLE,
Major General Commandant.

Approved:
C. F. ADAMS,
Secretary of the Navy.

Pen changes:

1–27	In first line, after the word "Department)," and in seventh line, after the word "sergeants," insert the words "and supply sergeants."
2–50 (2)	In lines 2 and 3 strike out the words "and one month to men upon reenlistment from the Army or Navy."
3–28 (2)	In third line strike out the words "on application of parents or guardian" and insert the words "by reason of underage enlistment."
4–9 (2)	In second line strike out "expiration of" and insert "discharged from his current." In lines 2 and 3 of waiver strike out "the expiration of" and insert "discharged from."
5–19 (1)	In fourth line strike out the words "in duplicate."
5–22	Strike out.
5–23	Strike out paragraphs (1) and (2).
5–42 (*l*)	In fifteenth line, after the word "case," insert the words "message book."
6–23 (5)	In first line change the word "or" to a comma, and after the word "class" insert "drummers or trumpeters."
6–41 (1)	In second line change "33" to "40," and in fifth line change "16" to "18".
8–9	Strike out paragraphs (1) and (2).
10–42 (1)	Strike out subparagraph (*c*) on page 10–12.
12–12 (9)	In third line strike out the words "other times approximating thereto" and insert "an hour approximating the close of business." In fourth line change the word "designate" to "direct."
12–13 (5)	Strike out the following: "(Form A)," "(Form B)," "(Form C)," "(Form D)," and "(Form F)."
12–14 (6)	In first line strike out "(Form G)."
12–14 (12)	In second line strike out "(Form H)."
12–15 (2)	In next to last line strike out "(Form I)."

12–16 (4)	Change period to comma at end of sentence and add “but in no case will prizes be allowed for record target practice with the service rifle.”
12–21	In first line strike out “J.”
13–56 (8)	In first line strike out the word “not.” In second line strike out the word “except” and substitute “when directed to report for inspection or.” In fourth line change “(b)” to “(*a*), (*b*), (*c*).”
13–65	Strike out paragraphs (13) and (14) as they now appear on page 13–27.
13–80 (3) (*a*)	Insert the following in table: “1 shirt, flannel”; “1 belt, russet.” Change the figure “2” to “3” before “drawers,” “socks,” and “undershirts.”
13–80 (3) (*b*)	Insert the following in list of clothing: “1 shirt, flannel”; “1 coat, service, summer”; “2 buttons, gilt, cap”; “1 belt, russet”; “1 ornaments, bronze, collar, set.” Strike out the words “may be issued where white cap covers are worn at adjacent marine barracks” after “1 cap frame and 1 cap cover, white.” Change the figure “(2)” to “(4)” before “chevrons or insignia, service, summer, sets.”
16–12	Strike out.
16–49	Strike out so much of article as appears on page 16–12.
16–119	Page 16–22. Under Pensacola, Fla., change the words “railroad stations” to “Louisville & Nashville R. R. Station.” Insert a new line, as follows: “Between marine barracks and St. Louis & San Francisco R. R. Station,” and in same line in column headed “Men only” insert “.20.” Under Cleveland, Ohio, change “.06” to “.07.” Under New London, Conn., change “.20” to “.15.” Under Philadelphia, Pa., change “07” to “08” in all cases with note “2 tokens for .15.” Page 16–23. Insert the following: “South Charleston, W. Va.: Between South Charleston, W. Va., and Charleston, W. Va.,” and in same line in column headed “Men only” insert “.15.” Page 16–22. Insert the following: “Dallas, Tex.: Between recruting station and railroad statson .07 (5 tokens for 30 cents).”
16–167	In first line of subparagraph (*c*), page 16–31, change period to a comma after the word “above” and insert the words “using sections when practicable.”
16–280	Add the following sentence to article: “In cases where men are due for discharge the date of discharge will be shown in requests for shipment.”

16–314 (*l*)	In third line change "Lake Denmark" to "Dover."
17–32 (3)	Strike out last sentence of paragraph.
17–55	In line one, after the word "white," insert "and khaki."
17–55 (1)	In fourth line, after the word "be," insert the words "prescribed in allowance tables or as."
17–111	In fifth line, after the word "stores," insert the words "motor vehicles."
17–126 (2)	In sixth line, after the word "will," insert the words "except in cases of surveys on motor vehicles."
17–126 (4)	In line one, after the word "boats," insert the words "motor vehicles."
18–44	Strike out.
18–45	Strike out so much of article as appears on page 18–12.
24–1 (5)	In eighth line, after the word "service," strike out remainder of paragraph except the asterisks.
24–6	Add a new sentence to article, as follows: "Additional pay for aviation is not included in the limitations. (6 Comp. Gen. 99, August 3, 1926.)"
25–61	Strike out so much of article as appears on page 25–16.
26–71 (1)	In fifth line, after the word "orders," insert the words "in Alaska and." At end of paragraph add "(Acts of June 10, 1922, and June 1, 1926.)"
27–15	Strike out.
28–65	In seventh line, after the word "statements," change period to comma and insert the words "or in account on extension of enlistment. (See art. 28–76 (2).)"
28–139	In second line change "Form 2A" to "Form 739."
28–143, 28–144	Strike out.
29–3	Strike out.
29–4	Strike out so much of article as appears on page 29–8.

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Art. 1–3	Article modified and reprinted on page 1–2.
Art. 1–17	New article inserted on page 1–4e.
Art. 1–34	Article stricken out.
Art. 1–35	Paragraph (3) modified and reprinted on page 1–10.
Art. 1–35	New paragraphs (10) and (11) inserted on page 1–11.
Art. 1–38	New article inserted on pages 1–13 and 1–14.
Art. 2–21	Paragraphs (3) and (4) modified and reprinted on pages 2–3, 2–4, and 2–4a.
Art. 2–23	Paragraph (2) modified and reprinted on page 2–5.
Art. 2–45	Paragraphs (5) and (10) modified and reprinted on pages 2–19 and 2–20.
Arts. 3–1 to 3–6	Articles modified and reprinted on pages 3–1, 3–2, 3–2a, 3–2b, and 3–2c.
Arts. 3–11, 3–13	Articles modified and reprinted on pages 3–3 and 3–4.

Art. 5–8	Article modified and reprinted on pages 5–6a and 5–6b.
Art. 5–21	Paragraph (1) modified and reprinted on page 5–10a.
Art. 5–22	Paragraph (1) modified and reprinted on page 5–10a.
Art. 5–23	Paragraph (2) modified and reprinted on page 5–10b.
Art. 5–41	Article modified and reprinted on pages 5–18 and 5–18a.
Art. 7–8	Article modified and reprinted on pages 7–3 and 7–4.
Art. 8–9	Paragraph (2) modified and reprinted on page 8–2a.
Art. 10–13	New paragraph (19a) inserted on page 10–5.
Art. 10–25	Paragraph (1) modified and new paragraph (2) inserted on page 10–9.
Art. 10–28	Paragraph (2) (*a*) modified and reprinted on page 10–10a.
Art. 13–25	Article modified and reprinted on pages 13–5, 13–6, and 13–7.
Art. 13–26	Paragraph (9) modified and reprinted on page 13–8.
Art. 13–35	Article modified and reprinted on page 13–9.
Art. 13–40	Article modified and reprinted on page 13–11.
Arts. 13–41, 13–42	Articles modified and reprinted on pages 13–11, 13–12, and 13–13.
Art. 13–43	New paragraph (4) inserted on page 13–14.
Art. 13–51	Paragraphs (2) and (7) modified and reprinted on pages 13–15 and 13–16.
Art. 13–53	Paragraph (3) modified and reprinted on page 13–17.
Art. 13–55	Paragraphs (2) and (4) modified and reprinted on page 13–19. New paragraph (5) inserted on page 13–19.
Art. 13–58	Paragraphs (4) and (5) modified and reprinted on pages 13–23 and 13–24.
	New paragraph (8) inserted on page 13–24.
Art. 13–65	New paragraph (9a) inserted on page 13–26a.
Art. 13–70	Paragraph (14) modified and reprinted on page 13–30.
Arts. 13–81 to 13–87	New articles inserted on pages 13–39 to 13–42.
Art. 14–9	Paragraphs (2) and (3) modified and reprinted on page 14–3.
Art. 15–9	Paragraph (6) modified and reprinted on pages 15–5 and 15–6.
Art. 15–11	Paragraph (3) modified and reprinted on page 15–7.
Art. 16–12	Paragraphs (2), (3), and (4) modified and reprinted on page 16–3.
Art. 16–28	Article modified and reprinted on page 16–7.
Art. 16–49	Article modified and reprinted on page 16–12a.
Art. 16–74	New paragraph (2) inserted on page 16–17.
Art. 16–77	Article modified and reprinted on pages 16–17 and 16–18.
Art. 16–164	Article modified and reprinted on page 16–29.
Art. 16–166	New paragraph (2) inserted on page 16–30.
Art. 16–169	Paragraph (2) modified and reprinted on page 16–33.
Art. 16–170	Paragraphs (3), (6), and (8) modified and reprinted on pages 16–33 and 16–34.

Art. 16–244	Paragraph (2) modified and reprinted on page 16–42.
Art. 16–246	Article modified and reprinted on page 16–42.
Art. 16–279	Paragraph (2) (*b*) modified and new paragraph (2) (*c*) inserted on page 16–78.
Art. 16–285	New paragraph (5) inserted on page 16–81.
Art. 16–314	New subparagraph (11) inserted on page 16–95.
Art. 17–21	Paragraph (1) modified and reprinted on page 17–7.
Art. 17–61	Articles modified and reprinted on pages 17–15 and 17–16.
Art. 17–62	
Art. 17–63	
Art. 18–33	New sentence added to article on page 18–9.
Art. 18–35	Article modified and reprinted on page 18–9.
Art. 18–38	Paragraphs (1), (2), (5), and (6) modified and reprinted on pages 18–9 and 18–10.
Art. 18–44	New paragraph (2) inserted on page 18–12a.
Arts. 18–71, 18–72	Articles modified and reprinted on pages 18–21 and 18–22.
Art. 18–73	Paragraph (3) modified and reprinted on page 18–22a.
Art. 20–38	New paragraph (2) inserted on page 20–12a.
Art. 23–224	Paragraph (13) modified and reprinted on page 23–71. New subparagraph (28) (*b*) inserted on page 23–74. Present subparagraph (*b*) renumbered as (*c*).
Art. 24–39	Article modified and reprinted on page 24–12.
Art. 24–42	Paragraphs (2), (3), and (4) stricken out. Page 24–13 reprinted.
Art. 24–56	Paragraph (1) modified and reprinted on page 24–16.
Art. 25–14	Paragraph (6) modified and reprinted on page 25–8.
Arts. 25–61, 25–62	Articles modified and reprinted on page 25–17.
Art. 25–90	Paragraph (3) modified and reprinted on page 25–24.
Art. 26–1	Paragraphs (1) and (2) modified and reprinted on page 26–1.
Art. 26–71	Paragraph (4) modified and reprinted on page 26–27.
Art. 26–74	Paragraph (8) modified and reprinted on page 26–28.
Art. 26–82	Note inserted after subparagraph (*b*) on page 26–37.
Art. 26–101	New article inserted on page 26–40.
Art. 27–5	New paragraph (6) inserted on page 27–2.
Art. 27–15	Article modified and reprinted on page 27–4a.
Art. 27–32	New article inserted on page 27–8.
Art. 28–19	Article modified and reprinted on page 28–7.
Art. 28–131	Article modified and reprinted on pages 28–26 and 28–27.
Arts. 28–133, 28–134	Articles modified and reprinted on page 28–28.
Arts. 28–135, 28–136	Articles modified and reprinted on page 28–28a.
Art. 29–3	New paragraph (2) inserted on page 29–8a.

CHANGES IN MARINE CORPS MANUAL, No. 5

Headquarters Marine Corps,
Washington, June 14, 1930.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order.

By order of the Major General Commandant:

B. H. Fuller,
Brigadier General, U. S. Marine Corps.

Approved:
C. F. Adams,
Secretary of the Navy.

Pen changes:

1–29	Strike out first sentence.
1–33	In second line strike out the words "mess stewards".
2–23 (8)	At end of paragraph add "(See par. 2.)".
2–45 (4)	In lines 1 and 2 strike out the words "who have been out of the service less than a year", and in the fourth line strike out the word "other".
2–57 (15)	Strike out subparagraph (*a*).
3-13 (1)	In lines 1 and 2 strike out the words "pay and".
8–10 (6)	In third line, after the word "Glacier", insert the word "Maryland". In lines 3 and 4 change "August 28" to "July 29", and "November 2" to "November 14".
8–11 (*ii*)	Strike out lines 2 and 3 and substitute "and marines from vessels sent ashore for duty at various places in Cuba during this period".
10–42 (1)	Strike out subparagraph (*e*).
13–51 (10)	Change period to a comma at end of paragraph and add "except as modified by article 18–73 (9)".
13–55 (3)	In first line change the word "will" to "may".
16–170 (8)	Strike out subparagraphs (*c*) and (*d*) on page 16–34.
16–278 (2)	In third line change "3,500" to "4,500", and in fifth line change "2,000" to "3,000".
16–288	In fifth line change "$1.75" to "$1.90", and in same line change "$1.90" to "$2.10".
16–314 (*n*)	In lines 5 and 7 strike out "Monticello Steamship Co.," and substitute "Southern Pacific Golden Gate Ferries, Ltd".
22–51	Add new sentence at end of article, as follows: "Postage stamps shall not be considered or carried as cash by a disbursing officer".
23–9	In sixth line, after the word "see", strike out remainder of sentence and substitute "Bureau of Supplies and Accounts Manual".

23–62 (20)	In second line insert the word "and" before the word "transfers" and strike out the words "and telegrams".
23–63 (4)	In second line change the word "abstract" to "schedule". In third line change "Form N. M. C. 418" to "Standard Form 1026".
23–218	Strike out.
23–220 (7)	In last line strike out the word "signature" and insert "this purpose."
25–3 (1)	In third line from bottom of page strike out "Marksmen . . . 2." At end of paragraph add "Distinguished flying cross. . . . . 2."
25–21	In lines 2 and 3 strike out the words "except where the man is carried by a naval paymaster."
25–26	In lines 3 and 4 strike out the words "on account of intemperance, etc.," and insert "under Navy Dept., G. O. 155." In fifth line, after the word "cross," insert "distinguished flying cross."
25–30	Change the first word from "Mileage" to "Travel allowance."
25–60, 25–61	Strike out.
25–70 (4)	Strike out.
25–70 (7)	In last line change comma to a period after the word "requalify" and strike out rest of sentence.
25–105 (1)	In lines 2 and 3 strike out the words "such as good-conduct medals, etc.," and in fourth line strike out "abstract of expenditures" and insert "schedule of disbursements."
25–106 (5)	At the end of first line insert the words "distinguished flying cross." In last line, after the figures "1056," insert "act of July 2, 1926."
26–78 (3)	Strike out.
26–79 (*g*)	In first line strike out "Form N. M. C. 420" and substitute "Standard form 1012."
28–2 (10)	In fourth line, after first word, insert "distinguished flying cross."
28–50	In third line change the word "after" to "over."
28–53	In third line strike out the words "from other rolls or." In fourth line change the word "over" to "opposite."
28–58 (2)	In second line strike out "letter" and substitute "form N. M. C. 659."
28–70	In last line change the word "opposite" to "over," and strike out the words "in each case in the column pay roll."
28–80	Strike out.
28–123 (8)	In fourth line change "Form N. M. C. 420" to "Standard form 1012."
28–158 (6)	In eighth line on page 28–34c insert a comma after the word "roll" and after the word "discharge."

28–165 (2)	At end of article add "(See art. 26–98 (2))."
29–4 (9) (*b*)	Example, Case 2. Change "Jan. 10 to 24" to read "Mar. 29 to Apr. 12."
30–52 (*w*)	In second line, after the word "crosses," insert "distinguished flying crosses." In lines 4 and 6, after "D. S. C.," insert "D. F. C."
30–71	In lines 9 and 10 of page 30-19 change the words "abstract of expenditures" to "schedule of disbursements."
30–72	In twelfth line change the words "Abstract of expenditures" to "schedule of disbursements."

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Arts. 1–18, 1–19	New articles inserted on page 1–4f.
Arts. 1–65, 1–66	Articles 25–60 and 25–61 revised, renumbered, and reprinted on pages 1–25 and 1–26.
Art. 2–24	New article inserted on pages 2–6a and 2–6b.
Art. 5–24	Paragraph (16) modified and reprinted on page 5–13.
Art. 5–25	Paragraphs (2) and (3) modified and reprinted on page 5–13.
Art. 5–27	Paragraph (3) modified and reprinted on page 5–15.
Art. 5–28	Paragraph (3) modified and reprinted on page 5–16.
Art. 6–23	New paragraph (18) inserted on page 6–12a.
Art. 10–24	New paragraphs (4) and (5) inserted on page 10–9.
Art. 10–27	Paragraph (3) modified and reprinted on page 10–10.
Art. 13–6	Paragraphs (6) and (7) modified and reprinted on page 13–2.
Art. 13–10	Paragraphs (2) and (3) modified and reprinted on pages 13–2 and 13–3.
Art. 13–41	New paragraph (5) inserted on pages 13–13 and 13–14.
Art. 14–94	New paragraph (3) inserted on page 14–27.
Art. 14–100	Article modified and reprinted on page 14–30.
Arts. 14–101, 14–102, 14–103	Articles modified and reprinted on page 14–31.
Arts. 16–71, 16–72	Articles modified and reprinted on page 16–16.
Art. 16–74	Article modified and reprinted on page 16–17.
Art. 16–78	Article modified and reprinted on page 16–18.
Art. 16–79	New article inserted on page 16–18.
Art. 16–114	Article modified and reprinted on page 16–20.
Art. 16–119	Article modified and reprinted on pages 16–22a, 16–22b, and 16–23.
Art. 16–170	Paragraph (8) (*c*) modified and reprinted on page 16–34a.
Art. 16–273	Paragraph (1) modified and reprinted on page 16–75.
Art. 16–314	Subparagraph (*n*) modified and reprinted in part on page 16–91.
Arts. 17–62, 17–63	Articles modified and reprinted on pages 17–15 and 17–16.
Art. 18–73	New paragraph (9) inserted on page 18–22b.

Art. 23–130	Paragraph (1) modified and reprinted on page 23–44.
Art. 23–187	Paragraph (1) modified and reprinted on page 23–59.
Art. 23–193	Article modified and reprinted on page 23–61.
Art. 23–201	Article modified and reprinted on pages 23–63 and 23–64.
Art. 24–21	New paragraph (3) inserted on page 24–7.
Art. 24–31	New paragraph (3) inserted on page 24–11.
Art. 26–74	Paragraphs (4) and (10) modified and reprinted on page 26–28.
Art. 26–96	New paragraph (6) inserted on page 26–39.
Art. 26–98	New paragraph (2) inserted on page 26–40.
Art. 28–2	New paragraph (15) (*d*) inserted on page 28–3.
Art. 28–62	Article modified and reprinted on page 28–15.
Art. 28–63	Article modified and reprinted on pages 28–15 and 28–16.
Art. 30–27	Paragraph (1) modified and reprinted on page 30–6a.
Arts. 30–42, 30–44	Articles modified and reprinted on page 30–9.
Art. 30–52	Subparagraphs (*i*), (*j*), and (*q*) modified and reprinted on pages 30–12 and 30–14.
Art. 30–71	Article modified and reprinted on page 30–18a.

(Advance copy - Part A)

CHANGES IN MARINE CORPS MANUAL No. 6

Headquarters Marine Corps,
Washington, September 22, 1930.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order.

By order of the Major General Commandant:

J. T. MYERS,
Brigadier General, U. S. Marine Corps.

Approved:
C. F. Adams,
Secretary of the Navy.

Pen changes:

16-17 In second line change "25" to "15", and strike out last sentence of article.

16-119 Under "Los Angeles, Calif.:
Between recruiting station and railroad stations", change ".05" to ".07".

Under "Philadelphia, Pa.", change all fares shown at .10 to .11. Insert new item:
"Passes.... .03". (Figures in column "Men only").

Under "Washington, D.C., " change item to read:
"All transfers (4 tokens for 30 cents), .10".

New articles 16-80 and 18-83 are printed on the accompanying pages. These pages will be inserted in their proper places in the Marine Corps Manual.

CHANGES IN MARINE CORPS MANUAL NO. 6

HEADQUARTERS MARINE CORPS,
Washington, October 8, 1930.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order.

B. H. FULLER,
Major General Commandant.

Approved:
C. F. ADAMS,
Secretary of the Navy.

Pen changes:

2–23 (2)	At the end of subparagraph (*c*) change period to a comma and add the words "or selected for flight training."
3–3 (2)	In ninth line change "seventy-five" to "one hundred."
3–17	Strike out so much of article as appears on page 3–7.
5–41	Renumber present page 5–18a as 5–18c.
6–21	Strike out so much of article as appears on page 6–9.
13–51 (6)	At the end of paragraph change period to a comma and add the following: "except that the consolidated reports of regiments not attached to reserve areas will be forwarded direct."
13–56 (5)	Strike out so much of paragraph as appears on page 13–21.
16–17	In second line change "25" to "15" and strike out last sentence of article.
16–119	Under "Los Angeles, Calif.: Between recruiting station and railroad stations," change ".05" to ".07." Under "Philadelphia, Pa.": Change all fares shown at .10 to .11. Insert new item: "Passes______ .03." (Figures in column "Men only.") Under "Washington, D. C.": Change item to read: "All transfers (4 tokens for 30 cents), .10."
23–11 (4)	Strike out.
28–58	Strike out article on pages 28–14 and 28–15.
29–4 (4)	In ninth line strike out "Qualified" and insert "Both qualified and unqualified." In line 11, after the word "voucher," change comma to a period and strike out remainder of sentence.

The following changes are made in the accompanying pages of the Marine Corps Manual. These pages will be inserted in their proper places:

Art. 3–17.—New paragraphs (2) and (3) added and printed on page 3–6a.

Art. 5–31—Paragraph (3) modified and reprinted on pages 5–17 and 5–18.

Arts. 5–32, 5–33, 5–34.—New articles printed on pages 5–18 and 5–18a.

Art. 6–21.—Article modified and reprinted on pages 6–7, 6–8, 6–8a, 6–8b, and 6–8c.

Art. 6–43.—New article printed on page 6–17.

Art. 10–13.—New paragraph (3a) inserted on page 10–4.

Art. 10–61.—New article inserted on page 10–14.

Art. 13–54.—New paragraph (6) inserted on page 13–19.

Art. 13–70.—Paragraphs (4) and (8) modified and reprinted on page 13–29. New paragraph (14) inserted on page 13–30.

Art. 16–80.—New article inserted on page 16–18a.

Art. 18–82.—Paragraph (1) modified and reprinted on page 18–24.

Art. 18–83.—New article printed on pages 18–25 and 18–26.

Art. 23–151.—New paragraphs (2) and (3) inserted on page 23–49. Present paragraphs (2) to (12) renumbered and new paragraph (15) inserted on page 23–50a.

Art. 27–10.—Paragraph (1) modified and reprinted on page 27–3.

Art. 28–58.—Paragraph (2) modified and reprinted on page 28–14a.

(Advance copy - Part A)

CHANGES IN MARINE CORPS MANUAL No. 7

Headquarters Marine Corps,
Washington, November 17, 1930.

The following changes in the Marine Corps Manual shall be made immediately upon receipt of this order.

B. H. FULLER,
Major General Commandant.

Approved:
C. F. ADAMS,
Secretary of the Navy.

Pen changes.

7-8 ✓ In first line on page 7-4, after the words "Washington, D. C.", change comma to a period and insert the following:

"Uniform clothing will be disposed of as indicated in article 15-18 (1);".

14-63 ✓ In third line, after the word "overhead", insert "of 10%".

In fourth line, after the word "prepared", strike out the comma and insert the words "and submitted to the commanding officer for approval." In same line capitalize "a" before the word "fraction".

In tenth line, after the word "list", insert a new sentence, as follows: "All such changes will be submitted to the commanding officer for approval before becoming effective."

14-65 ✓ In fourth line, after the word "sales", insert a new sentence, as follows:

"The actual quantities of carcass, beef, sheep, veal and pork, cut for sales purposes will be shown on a supporting certificate as outlined in article 14-66 (4)."

14-66 Strike out so much of article as appears on page 14-18.

On page 14-19, under heading "Beef Hind Quarters in Small Cuts", strike out entire table and substitute the following:

Hind shanks	8.4	30
Rump	10.4	70
Round	27.5	110
Sirloin steak	19.0	130
Porterhouse steak	17.6	200
Flanks	7.1	80
Trimmings	10.0	--
	100.0	

On page 14-19, under heading "Beef Fore Quarters in Small Cuts", strike out the entire table and substitute the following:

Short ribs	4.3	80
Navel flanks	1.3	60
Rib roast	14.5	200
Chuck roast	40.5	115
Brisket	18.0	90
Shanks	11.4	40
Trimmings	10.0	--
	100.0	

So much of article 14-66 as was printed on page 14-18 has been revised and printed on the accompanying pages 14-18a and 14-18b. These pages will be inserted in their prope place in the Manual.

A new paragraph (2) is added to article 14-102 and printed on the accompanying page 14-30a. This page will be inserted in its proper place in the Manual.

CHAPTER 1

GENERAL INSTRUCTIONS

Section 1.—OFFICERS

GENERAL

1–1

Officers serving with a command shall familiarize themselves with the details of its administration, and shall perform such duties connected therewith as may be prescribed by the commanding officer.

OFFICIAL ORDERS, ETC.

1–2

(1) Orders will be distributed as follows:

(*a*) Marine Corps orders, circular letters, changes in Marine Corps publications, Navy Department general orders, changes in Navy Department publications, and court-martial orders: To all officers, commanding officers' offices, staff offices, and companies.

(*b*) War Department general orders, and changes in Army Regulations: To commanding officers' offices and staff officers.

(*c*) Markmanship qualifications: To commanding officers' offices, assistant paymasters, assistant paymasters' deputies, and companies.

(2) Commanding officers shall keep in their offices files of all orders and circular letters relating to their commands and shall cause all general orders affecting the officers and enlisted men to be published at the first parade following the receipt of such orders.

PUBLICATIONS

1–3

Publications to be in the possession of all officers.—The following books and orders are furnished by the Marine Corps free of charge and should be in the possession of officers and warrant officers as indicated below.

All officers, chief marine gunners and marine gunners:

Navy—

- Navy Regulations.
- Navy Department general orders, file of.
- Landing-Force Manual.
- Ship and Gunnery Drills.
- The Boat Book.

All officers, chief marine gunners, and marine gunners—Continued.

- Marine Corps—
  - Marine Corps Manual.
  - Marine Corps orders, file of.
  - Circular letters, file of.
  - Uniform Regulations.
- Army—
  - Field Service Regulations.
  - Training Regulations.
  - Engineer Field Manual.
  - Rules of Land Warfare.
  - Description and Rules for the Use of the Musketry Rule.

All chief quartermaster clerks, quartermaster clerks, chief pay clerks, and pay clerks:

- Navy—
  - Navy Regulations.
  - Navy Department general orders, file of.
- Marine Corps—
  - Marine Corps Manual.
  - Marine Corps orders, file of.
  - Circular letters, file of.
  - Uniform Regulations. (C. M. C. M. 4.)

ASSISTANT QUARTERMASTERS AND ASSISTANT PAYMASTERS

1-4

An assistant quartermaster or an assistant paymaster attached to a military organization or post will, if required by the commanding officer, attend weekly inspections and reviews and participate in military ceremonies in connection with which the presence of an officer of his rank is appropriate. He will only be detailed for duty on courts and boards when there are no other officers available for such duty. If he be a line officer, he may be required to perform duty as officer of the day, but only in an emergency when the number of officers available for duty at the post is reduced below two; but he should attend such military drills and exercises as in the judgment of the commanding officer will prevent his becoming unfamiliar with these important branches of his profession. In general, while the military status of an assistant quartermaster or assistant paymaster, of the permanent staff or detailed, or whether regular or acting, is to be recognized, he should be relieved from such duties and given such freedom of action as will enable him to exercise care in the supervision of the property and funds intrusted to him and otherwise to efficiently conduct the activities of his office.

Post Quartermasters

1–5

(1) ***Detail of.***—Post quartermasters are detailed by the Major General Commendant upon recommendation of the Quartermaster. They will not otherwise be detailed, except in an emergency, when a report of the circumstances will be made to the Major General Commandant. When practicable, a post quartermaster will be detailed for each post or station.

(2) ***Accountability.***—Post or other quartermasters of a command will be in charge of and accountable for and shall receive and issue all Government property of the command pertaining to the Quartermaster's Department.

(3) ***Duties.***—Post quartermasters shall attend to all matters pertaining to the Quartermaster's Department. They shall have supervision over men receiving compensation as specialists who are assigned to work being performed under the Quartermaster's Department. Specialists will be held to such hours of labor as may be expedient and necessary, but except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work.

(4) ***At small posts.***—At posts where the authorized complement is 100 men, or less, and at posts where there is no post quartermaster detailed, all duties assigned such officer by this article will be performed by the commanding officer.

Command of Marines on Army Transports

1–6

When regularly organized units of the Marine Corps are embarked for transportation on an Army transport the commanding officer of such units will command all members of the Marine Corps on board junior in rank. When marines who are not regularly organized as a unit or units are so embarked and there is no regularly organized unit on board, the senior line officer of the Marine Corps junior to the commanding officer of troops of the Army, or the senior line noncommissioned officer in the absence of such a commissioned or warrant officer, will command the members of the Marine Corps junior in rank.

Relations Between Officers and Men

1–7

(1) ***Comradeship and brotherhood.***—The World War wrought a great change in the relations between officers and enlisted men in the military services. A spirit of comradeship and brotherhood in arms came into being in the training camps and on the battlefields. This spirit is too fine a thing to be allowed to die. It must be fostered and kept alive and made the moving force in all Marine Corps organizations.

(2) *Teacher and scholar.*—The relation between officers and enlisted men should in no sense be that of superior and inferior nor that of master and servant, but rather that of teacher and scholar. In fact, it should partake of the nature of the relation between father and son, to the extent that officers, especially commanding officers, are responsible for the physical, mental, and moral welfare, as well as the discipline and military training of the young men under their command who are serving the nation in the Marine Corps.

(3) *The realization* of this responsibility on the part of officers is vital to the well-being of the Marine Corps. It is especially so, for the reason that so large a proportion of the men enlisting are under twenty-one years of age. These men are in the formative period of their lives, and officers owe it to them, to their parents, and to the nation, that when discharged from the service they should be far better men physically, mentally, and morally than they were when they enlisted.

(4) *To accomplish this task* successfully a constant effort must be made by all officers to fill each day with useful and interesting instruction and wholesome entertainment for the men. This effort must be intelligent and not perfunctory, the object being not only to do away with idleness but to train and cultivate the bodies, the minds, and the spirit of our men.

(5) *Love of corps and country.*—To be more specific, it will be necessary for officers not only to devote their close attention to the many questions affecting the comfort, health, military training and discipline of the men under their command but also actively to promote athletics and to endeavor to enlist the interest of their men in building up and maintaining their bodies in the finest physical condition; to encourage them to enroll in the Marine Corps Institute and to keep up their studies after enrollment; and to make every effort by means of historical, educational, and patriotic addresses to cultivate in their hearts a deep abiding love of the corps and country.

(6) *Leadership.*—It must be kept in mind that the American soldier responds quickly and readily to the exhibition of qualities of leadership on the part of his officers. Some of these qualities are industry, energy, initiative, determination, enthusiasm, firmness, kindness, justness, self-control, unselfishness, honor, and courage. Every officer should endeavor by all means in his power to make himself the possessor of these qualities and thereby to fit himself to be a real leader of men.

PHOTOGRAPHS & Fingerprints

1–8

Each officer will furnish a photograph of himself for file with his official record at Marine Corps Headquarters, and will forward his finger print record on Form NMC 330

EDUCATIONAL COURSES FOR OFFICERS

1–10

(C. M. C. M. 1)

(1) Upon appointment a Marine Corps officer will enroll in the Marine Corps Institute for a language course in French or Spanish and for a course in bookkeeping, accounting, and auditing. When an officer has once enrolled he will be required to complete the course unless exempted as provided in paragraph (3).

(2) The time prescribed for the completion of the language course is four years and for the course in bookkeeping, accounting, and auditing two years, but the time may be extended upon application to the Major General Commandant if an officer becomes due for promotion and is preparing for examination, or is taking a course or on duty in any capacity at any school (including correspondence courses of the Marine Corps schools), or is unable to continue the course because of sickness or other legitimate reason.

(3) A language course or bookkeeping and accounting course may be completed at any time by passing satisfactorily the required examinations upon application therefor to the Director, Marine Corps Institute. (C. M. C. M. 2.)

(4) Officers regularly engaged in the study of the Japanese or Chinese language in accordance with orders of the Major General Commandant will, upon application to the Major General Commandant, be granted an extension of time for the completion of the Marine Corps Institute language course while so engaged. Upon the satisfactory completion of such course in Japanese or Chinese an officer will be granted complete exemption from the Marine Corps Institute language course upon application therefor to the Major General Commandant. (C. M. C. M. 2.)

(5) Upon completion of the language course or the course in bookkeeping, accounting, and auditing, the director of the institute will inform the Major General Commandant in order that a notation may be entered in the officer's record.

(6) Correspondence about enrollments and information concerning the courses will be addressed to the director of the Marine Corps Institute.

LETTERS OF COMMENDATION

1–11

(1) Letters of commendation will be issued only for exceptional performance of duty beyond and above that which is required and expected of an excellent officer of high attainment and principle, and will be issued only by general officers and those who command brigades or equivalent organizations on separate duty. (C. M. C. M. 1.)

(2) Officers will not issue letters of commendation to those on whom they make fitness reports, but will include appropriate remarks in such reports. Subordinate officers who desire to have others officially commended will make appropriate recommendations to those charged with making fitness reports or authorized to issue lettters of commendation, as the case may be. (C. M. C. M. 1.)

1–16

Navy transport regulations.—Paragraphs 50 to 76, inclusive, of "Instructions for Vessels of the Naval Transportation Service," issued December 5, 1925, are quoted for the information and guidance of officers of the Marine Corps:

"*Marine passengers embarked on naval transports*

"50. The senior line officer of the Marine Corps in command of detachments of marines will assume command of all marine detachments on board, with the title of 'commanding officer of troops.'

"51. All Marine officers taking passage on a naval transport, not attached to a detachment, junior to the commanding officer of troops, will report to him for duty. Marine officers senior to the commanding officer of troops will have the status of casual officers and will not be called upon for duty with troops.

"52. In cases where the marines are embarked not as a military unit, but merely as passengers, the senior line officer among the Marine-officer passengers will take charge of all marines on board and will organize them as a detachment. He will be commanding officer of troops and will be governed by the instructions contained herein.

"53. In case there is no Marine officer on board, the senior noncommissioned officer of the line will perform the duties of the commanding officer of troops.

"*Commanding officer of troops*

"54. He shall detail a suitable guard and will cause to be posted such sentries and orderlies as may be found desirable after consultation with and approval of the commanding officer of the ship.

"55. He shall designate daily an officer of the guard, whose duties shall be as follows:

"(*a*) He shall be responsible for the execution of all orders promulgated by the commanding officer of troops.

"(*b*) He shall accompany the commanding officer of troops on his daily inspection of the living quarters and other spaces occupied by the marines.

"(*c*) He shall report to the executive officer of the ship at 8 p. m. each day to receive any special instructions.

"56. He shall be responsible for the cleanliness and sanitary condition of all compartments or spaces occupied by the marines.

"57. He shall detail sufficient cooks, helpers, and messmen, in order that the food for the detachments may be properly prepared and served.

"58. He shall inspect daily the quarters occupied by the marines, including living spaces, wash rooms, toilets, etc.

"59. He will, if the detachment is large, detail a mess officer, who will be charged with all matters pertaining to the marines' mess. In case a mess officer is not detailed, this duty will be performed by the officer of the guard.

"60. He shall be responsible for the arms, accouterment, and clothing belonging to all detachments embarked, and shall report to the commanding officer of the ship all cases of loss or damage to marine equipment, in order that responsibility may be fixed.

"61. He shall, after approval of the commanding officer of the ship, specify the times for daily muster and inspection, drills and exercises on board, landing for marching exercises ashore, scrubbing of clothes bags and hammocks, airing of bedding, and all similar routine drills and inspections.

"62. He shall be present at ship's mast when cases involving marines are under investigation, in order that he may advise the commanding officer of the ship.

"63. He shall accompany the commanding officer of the ship on his weekly inspection of those parts of the ship assigned to the marine detachments.

"64. He shall prepare liberty lists for the marine detachments and submit same to the commanding officer of the ship for his approval.

"*Commanding officer of the transport*

"65. He shall assign Marine officers to passenger staterooms in accordance with rank and desirability of quarters, and, in consultation with the commanding officer of the troops, will plan the berthing of troops.

"66. He shall, after consultation with the commanding officer of troops, cause to be prepared for each marine on board, as soon as possible after arrival, a card giving his billet, mess, and emergency stations.

"67. He shall designate the localities where the different units of the marine detachments will habitually fall in for muster and other military formations.

"68. He shall require the senior medical officer of the ship to follow the procedure outlined in the United States Navy Regulations when troops are embarked for passage.

"69. He shall consult the commanding officer of troops before prescribing the uniform of the day for the marines.

"70. He shall, in ordering summary or deck courts upon enlisted men of the Marine Corps, place upon the courts Marine Corps officers if practicable.

"71. He may order Marine Corps officers on courts for the trial of enlisted men of the Navy when naval officers of sufficient rank and experience are not available.

"*General*

"72. Marines on board ship shall conform to the discipline of the ship. The relative authority of the commanding officer of the ship and the commanding officer of the marines attached to or taking passage on a naval vessel are explicitly set forth in the United States Navy Regulations and will govern in all cases.

"73. Marine cargo and equipment belonging to the marine detachments will be loaded and stowed by the Navy personnel, aided by details from the marine detachments embarked.

"74. The commanding officer of the transport shall be informed sufficiently far enough in advance of the time of arrival of the different detachments of marines in order that all necessary arrangements may be made for their reception.

"75. Marine detachments shall take part in all ship emergency drills. These drills include general, fire, and collision quarters, and abandon ship.

"76. Marine detachments embarked on transports for passage will not, except in emergency, be used for such ship duties as coaling or painting ship, chipping, calking, or any other preservative work." (C. M. C. M. 1.)

LEAVES OF ABSENCE FOR OFFICERS

1–17

(C. M. C. M. 4)

(1) The following are authorized, subject to such restrictions as may be imposed by higher authority, to grant leaves of absence of one month or less per fiscal year:

(*a*) Commanding officers: Department of the Pacific; marine barracks, Quantico, Va.; marine barracks, Parris Island, S. C.; and Marine Corps base, naval operating base, San Diego, Calif.

(*b*) Commanding officers of the Navy who are authorized to grant similar leave to naval officers.

(*c*) Commanding officers of brigades and officers higher in command serving outside the continental United States.

(*d*) Officers designated by the Major General Commandant.

(2) The granting of leave of absence by officers in charge of recruiting divisions is governed by article 2–43.

(3) Officers requesting leave will state in their applications the leave, if any, they have had during the current fiscal year.

(4) When an officer is granted more than 15 days' leave of absence, a copy of the request and approval, showing the leave address, will be forwarded to the Major General Commandant by the officer granting the leave. When an officer on duty on a foreign station is granted leave with permission to visit the United States, report of such leave, together with probable date of arrival in United States and address while on leave, will be sent by dispatch to the Major General Commandant by the officer granting the leave.

(5) All leave of absence taken will be reported to the Major General Commandant on Form N. M. C. 730 by the officer taking the leave and will be entered on the muster roll.

(6) Leaves of absence will include travel time, except as provided by article 1727 (2), Navy Regulations.

(7) Leave of absence is not sufficient authority for absence of a member or judge advocate from general court-martial duty, and relief should be effected before the officer departs on leave. In forwarding to the Major General Commandant requests for leave for such officers, suitable nominations for reliefs should be made.

PERMISSION TO LEAVE THE UNITED STATES

1–18

(1) Officers authorized to grant leave of absence to officers or furlough to enlisted men are also authorized to grant permission to visit Canada and Mexico while on such leave or furlough. Permission to leave the United States to visit other countries will be granted only by the Major General Commandant. (C. M. C. M. 5.)

(2) In cases where officers and enlisted men desire to visit Canada in uniform it is necessary that arrangements be made in advance with the Canadian department of immigration and colonization. In such cases officers granting permission to visit Canada will request the commandant of the first, third, fourth, ninth, or thirteenth naval district, through which entry will be made, to arrange with the proper Canadian officials for entry in uniform. This procedure does not apply to the personnel of naval vessels visiting Canadian ports. (C. M. C. M. 5.)

REPORT OF DEPENDENTS ENTITLED TO TRANSPORTATION

1–19

(1) All officers and warrant officers and all noncommissioned officers above the rank of sergeant who have dependents for whom transportation will be required upon change of station will keep the Major General Commandant informed at all times of the names and relationship of such dependents. In the cases of children the sexes and dates of birth will be stated. (C. M. C. M. 5.)

(2) Commanding officers will see that noncommissioned officers of their commands make these reports as required. (C. M. C. M. 5.)

Section 2.—ENLISTED MEN

GENERAL

1–21

Grades.—The enlisted grades of the Marine Corps are grouped, for pay purposes, as follows:

- First grade—
  - Sergeants major.
  - Quartermaster sergeants.
  - Master technical sergeants. Paymaster Sergeant
- Second grade—
  - First sergeants.
  - Gunnery sergeants.
  - Supply sergeants.
  - Drum majors.
- Third grade—
  - Staff sergeants.
- Fourth grade—
  - Sergeants.
- Fifth grade—
  - Corporals.
- Sixth grade—
  - Privates, first class.
- Seventh grade—
  - Drummers.
  - Trumpeters.
  - Privates.

1–22

Next of kin.—Whenever a man is seriously injured or becomes dangerously ill special effort will be made to ascertain the name and address of his next of kin.

1–23

(1) ***Employment as servants.***—Article 553, U. S. Navy Regulations, provides that: "Under no circumstances shall any enlisted man be employed as a servant."

(2) At all marine barracks and Marine Corps posts and offices within and without the continental limits of the United States this regulation will be interpreted to have the following meaning, viz:

(*a*) No enlisted man will be employed by officers to perform any duty which in civil life is performed by a man or woman employed as a servant.

(*b*) Enlisted men will not be employed as chauffeurs of privately owned automobiles.

(*c*) Enlisted men may be used to deliver horses to officers' quarters and to call for same.

(*d*) Coal, and wood of desired lengths, commissary and other supplies will be delivered to quarters of officers and enlisted men.

(*e*) Firemen will be detailed to care for the heating plants of public quarters, not more than one man to be employed for each five sets of quarters. These men will perform their duties under the post quartermaster and will not be requested or ordered to perform any work in or around the quarters by officers occupying the quarters or by any members of their families.

(*f*) Officers entitled to rental allowance will not be allowed the services of an enlisted man in their quarters in any capacity.

(*g*) The necessary repairs to, and upkeep of, public quarters will be made by the quartermaster's department.

(*h*) Only those officers commanding administrative units will be entitled to orderlies; such orderlies will be used for official purposes only in connection with the official duties of the officers concerned.

(*i*) Subparagraph (*h*) is not intended to apply to general officers occupying public quarters, except in so far as it provides that orderlies assigned to general officers will not be used as servants.

1-24

(1) *Engaging in business.*—Hereafter no enlisted man in the active service of the United States in the Army, Navy, and Marine Corps, respectively, whether a noncommissioned officer, musician, or private, shall be detailed, ordered, or permitted to leave his post to engage in any pursuit, business, or performance in civil life for emolument, hire, or otherwise, when the same shall interfere with the customary employment and regular engagement of local civilians in their respective arts, trades, or professions. (Act of June 3, 1916—39 S. 188.)

(2) *Post and regimental bands,* or members thereof, shall not receive remuneration for furnishing music outside the limits of their respective commands when the furnishing of such music places them in competition with local civilian musicians.

1-25

In acknowledging verbal orders or instructions enlisted men will use the expression "Aye, aye, sir."

1-26

Hair cuts.—Enlisted men will, at all times, wear their hair neatly and closely trimmed. The hair may be clipped at the edges of the sides and back, but must be so trimmed as to present an evenly graduated appearance, and must not be over 2 inches in length on top of the head and above the forehead. The back of the neck must not be shaved.

1-27

Supply Sgts

Quartermaster sergeants (Quartermaster's Department) will be detailed for duty upon the recommendation of the Quartermaster, according to the strength of the command. They will be mustered in the office of the organization quartermaster and perform their duties under his direction. They will be assigned such duties as the organization quartermaster may deem for the best interests of his department; these duties should, however, be changed from time to time in order that quartermaster sergeants may be familiar with all the duties pertaining to their rank. They will not, except in cases of emergency, be required to perform any duty outside of the Quartermaster's Department. Other enlisted men may, if necessary, be detailed to assist the organization quartermaster.

Supply Sgt.

1-28

Paymaster Sergeant

~~*Quartermaster sergeants (Pay Department)*~~ will not, except in cases of emergency, be required to perform any duty not connected with the Paymaster's Department.

MESS STEWARDS, MESSMEN, COOKS AND BAKERS

1-29

Mess stewards.—~~Where organizations or detachments are merged into a general mess or where there is no company organization, additional compensation may be given a mess steward, one for each general mess.~~ Mess stewards shall be detailed from the grade of sergeant or below. The detail of an enlisted man in the dual capacity of commissary sergeant and mess steward is prohibited.

1-30

Messmen, not exceeding 1 for every 20 men, shall be detailed from the grades of private and private first class. Under no circumstances shall noncommissioned officers be so detailed. Enlisted men of the Marine Corps detailed as messmen afloat are entitled to the same extra compensation for service with crew messes as is allowed enlisted men of the Navy under like circumstances.

1-31

(1) ***Cooks*** shall invariably be detailed from the grades of private and private first class; and in no case shall men receiving extra compensation as such be

detailed on or receive additional pay for any other special duty. In detailing cooks the following apportionment shall be observed:

Number of men	Cooks, first class	Cooks, second class	Cooks, third class	Cooks, fourth class
1. 50 men or under, serving separately and not detached from regular organization[1]	1			
2. 51 to 75 men, serving separately as above[1]	1		1	
3. Less than 75 men, serving as a company	1		1	
4. 76 to 150 men, serving as a company	1	1		
5. 151 to 200 men, serving as a company	1	1	1	
5a. When over 200 men are serving as a company the garrison allowance will apply				
6. 100 men or less, serving in garrison	1	1		
7. 101 to 200 men, serving in garrison	1	1	1	
8. 201 to 300 men, serving in garrison[2]	1	1	1	1
9. 301 to 400 men, serving in garrison[2]	1	1	1	2
10. 401 to 500 men, serving in garrison[2]	1	1	2	2
11. 501 to 600 men, serving in garrison[2]	1	2	2	2
12. 601 to 700 men, serving in garrison[2]	1	2	2	3
13. 701 to 800 men, serving in garrison[2]	1	2	3	3
14. 801 to 900 men, serving in garrison[2]	2	2	3	3
15. 901 to 1,000 men, serving in garrison[2]	2	2	3	4
16. 1,001 to 1,100 men, serving in garrison[2]	2	2	4	4
17. 1,101 to 1,200 men, serving in garrison[2]	2	3	4	4
18. 1,201 to 1,300 men, serving in garrison[2]	2	3	4	5
19. 1,301 to 1,400 men, serving in garrison[2]	2	3	5	5
20. 1,401 to 1,500 men, serving in garrison[2]	2	4	5	5
21. 1,501 to 1,600 men, serving in garrison[2]	2	4	5	6
22. 1,601 to 1,700 men, serving in garrison[2]	2	4	6	6
23. 1,701 to 1,800 men, serving in garrison[2]	2	5	6	6
24. For each additional hundred men over 1,800				1

---

[1] Part of garrison or company which, owing to nature of duties performed, makes it impracticable to mess with their regular organization, but are required to maintain a separate and distinct mess.

[2] Except where there are two or more distinct messes, when cooks shall be allowed as indicated above.

(2) Commanding officers of ships are authorized to assign privates or privates, first class, to duty as cooks.

1–32

Bakers.—At places where bread is baked the allowance of additional cooks as bakers shall be as follows:

Number of men	Cooks, first class	Cooks, second class	Cooks, third class	Cooks, fourth class
1. 100 men or less	1			
2. 101 to 300 men	1			1
3. 301 to 1,000 men	1	1	1	
4. 1,001 to 1,500 men	1	2		1
5. 1,501 to 2,000 men	2	2		2
6. 2,001 to 2,500 men	2	2	1	3
7. 2,501 to 3,000 men	2	2	2	3
8. For each 1,000 men additional	1	1		1

1–33

Details.—At regularly established posts and other shore stations all details as ~~mess stewards~~, cooks, and messmen shall be made on the 1st day of the month; and the number detailed shall be based on the ration strength of the command on that date. No further detail of cooks or messmen will be permitted on intermediate days of the month, except to fill a vacancy caused by sickness, confinement, promotion, transfer, discharge, death, or desertion, or where the ration strength of the command is increased by 25 per cent of the number as shown on the 1st day of the month, nor thereafter except upon a like increase. For all commands whose ration strength on the 1st day of the month is more than 400 there will be allowed additional details of cooks and messmen for each 100 increase in ration strength during the month.

SIGNALMEN

1–34

Rescinded. (C. M. C. M. 4.)

SPECIALISTS

1–35

(1) *Authority to rate.*—Commanding officers are authorized to rate privates and privates, first class, as specialists, in numbers and ratings not to exceed the allowance prescribed for their respective commands, except that in computing such allowance for any class of specialists a result including 50 per cent or more of one will be taken to allow the next higher whole number; thus a command having an authorized strength of 50 privates and privates, first class, and an authorized allowance of third-class specialists of 1 per cent of such strength would be allowed one third-class specialist. Cooks, bakers, and messmen will not be rated as specialists.

(2) *Regular allowances.*—The allowance for a marine barracks or post (not including marine detachments), which does not have a special allowance, will not exceed the following percentages of the total authorized strength of privates and privates, first class:

Organizations	Class of specialists		
	Third	Fourth	Fifth
	Per cent	*Per cent*	*Per cent*
Posts in the United States	1.0	2.0	1.0
Posts outside the United States	1.0	1.5	1.0

(3) *Special allowances.*—The allowance for the following organizations will not exceed the following percentages of the total authorized strength of privates and privates first class:

Organization	Class of specialists		
	Third	Fourth	Fifth
	Per cent	*Per cent*	*Per cent*
Marine barracks, Guam	1.0	2.0	2.0
Marine barracks, naval air station, Lakehurst, N. J.	2.0	2.0	2.0
Marine barracks, Mare Island, Calif.	1.5	2.0	2.0
Marine barracks, Norfolk, Va.	.0	2.5	5.0
Marine barracks, Parris Island, S. C. (excluding recruits from authorized strength)	1.5	3.0	4.0
Marine baracks, naval operating base, Pearl Harbor, Hawaii (plus 1 specialist, fourth class)	1.0	1.5	1.0
Marine detachment, Peking, China, 6 specialists, third class, 11 specialists, fourth class.			
Marine barracks, Quantico, Va., First Regiment	1.5	3.8	4.0
Ninety-fifth Company (gas); Antiaircraft Company; light tank platoon; and the Service Company, Medical Battalion	1.5	3.0	4.0
Marine Corps schools	6.0	7.0	8.0
Fifth Regiment	.5	1.0	2.0
Tenth Regiment	.7	2.5	2.5
Signal Battalion and Engineer Battalion	.7	3.0	3.0
First Brigade, Haiti (excluding Garde d'Haiti from authorized strength)	1.0	2.0	2.0
Marine Corps base, San Diego, Calif. (excluding Fourth Regiment and recruits from authorized strength)	1.5	3.0	4.0
Fourth Regiment	.5	1.0	2.0
Engineer Company, Marine Corps base, San Diego, Calif., 1 specialist, third class, 1 specialist, fourth class, 1 specialist, fifth class			
Assistant paymaster, San Diego, Calif., 2 specialists, third class, 1 specialist, fourth class.			

(C. M. C. M. 4.)

(4) *For Marine Corps aviation* there is authorized an allowance of not to exceed the following percentages of the total authorized strength of privates and privates first class; such allowances not to be charged to the allowances authorized for any command to which aviation units may be attached, but to be exclusive of and in addition thereto:

	Per cent
Third-class specialists	7
Fourth-class specialists	5
Fifth-class specialists	3

The total allowance for Marine Corps aviation shall be allotted to the various aviation units as directed by the officer in charge of Marine Corps aviation, and the commanding officers of such units are authorized to rate specialists within such allotments, subject to instructions from the officer in charge of Marine Corps aviation.

(5) *Bands.*—For commands which have post or regimental bands authorized by the Major General Commandant the allowance of specialists will be increased by the number and ratings of specialists allowed for such bands. Enlisted men of the grades of private first class, private, drummer, and trumpeter who are assigned to duty with Marine Corps bands, except the Marine Band, may be rated as specialists. In cases of men who were enlisted for band duty only, the rating as specialists will continue in force during a period of transfer

from one command to another. Upon joining a new station the commanding officer thereof will immediately revoke their ratings as specialists or redetail them as such. On pay rolls, vouchers, and statements closing accounts for discharge the designation " (bandsman) " will invariably be shown immediately following the rank of the man concerned. (C. M. C. M. 1, 2, and 3.)

(6) *Headquarters and staff offices.*—All privates or privates first class detailed as clerks and messengers for duty at Headquarters, Marine Corps, Headquarters, Department of the Pacific, and in other staff offices within the United States, by the Major General Commandant or department commanders, will when so detailed thereby become entitled to the rating of specialist, third class, if detailed as clerks, and specialist, fourth class, if detailed as messengers.

(7) *New commands.*—Whenever a new command is organized, it will be assigned an allowance of specialists by the Major General Commandant unless such command is included within the terms of this article.

(8) *Rating.*—Commanding officers will personally control the policy of rating men of their commands as specialists within the authorized allowances, to the end that only men who are in fact competent specialists shall receive extra compensation. The extra compensation is not to be granted simply because men are detailed for special duties, but will be given only where the men are especially competent to perform the duties assigned.

(9) *First and second class specialists.*—In exceptional cases, where the Government would be manifestly benefited by the rating of a private or private first class as a specialist of the first or the second class, the Major General Commandant may authorize particular men to be so rated. In recommending such a rating for any man the commanding officer will state the specific reasons why he believes it would be to the advantage of the Government in the particular case.

(10) *Range armorers.*—In addition to the allowances prescribed in paragraphs (2) and (3) a private or private first class, who is a graduate of the Marine Corps Armorers' School and detailed by the Major General Commandant as range armorer or assistant range armorer at one of the below-listed posts or stations, will when so detailed become entitled to the rating of specialist, third class, if detailed as range armorer, and specialist, fourth class, if detailed as assistant range armorer:

Marine barracks, Parris Island, S. C.
Marine Corps base, naval operating base, San Diego, Calif.
Marine barracks, Quantico, Va.
First Brigade, Haiti.
Marine detachment, American Legation, Peking, China. (C. M. C. M. 4.)

(11) *Aviation armorers.*—In addition to the allowances prescribed in paragraph (4), a private or private first class, who is a graduate of an armorers' school of the Army, Navy, or Marine Corps, and who is detailed to duty in connection with the care, preservation, and maintenance of aircraft armament, will when so detailed become entitled to the rating of specialist, fourth class. (C. M. C. M. 4.)

Post and Regimental Bands

1–36

The complements of post and regimental bands and the assignment of specialist ratings therein are as follows:

POST BANDS

First sergeant, leader		1
Gunnery sergeant, second leader		1
Privates, privates first class, drummers, and trumpeters:		
Specialists, second class	7	
Specialists, third class	12	
Specialists, fourth class	8	
Specialists, fifth class	20	
		47
		49

REGIMENTAL BANDS

First sergeant, leader		1
Sergeant, second leader		1
Privates, privates first class, drummers, and trumpeters:		
Specialists, second class	4	
Specialists, third class	6	
Specialists, fourth class	4	
Specialists, fifth class	12	
		26
		28

Married Men

1–37

(1) The mission of the Marine Corps requires that its personnel serve ashore or afloat in any part of the world, and that therefore its members be subject to frequent and often unexpected transfer from one duty to another, regardless of family circumstances. Men who marry must take these conditions into consideration and govern themselves accordingly.

(2) The law recognizes the families of noncommissioned officers of the first three pay grades by providing for their transportation upon change of station, and it is the intention to give consideration to the married status of these men as far as the circumstances of the service may permit. However, the public interests require that the discharge of official duty and responsibility be the first consideration, and these men must not expect exemption from duty or transfer because of the necessities of their families.

(3) All unmarried enlisted men of whatever rank must be quartered in barracks at their station of duty, where barracks are available. Married men of the first three pay grades will be assigned to suitable married quarters, where such are available, but the number and quality of married quarters vary at different posts, and men must not expect to be assigned similar quarters upon transfer. At posts where all of the suitable married quarters are assigned to noncommissioned officers of the first three pay grades, quarters allowance may be paid to the remaining married noncommissioned officers of these grades, who live with their families in the vicinity of the post. Married quarters or quarters allowance will not be furnished to those men whose families do not live with them; such men will be classed for purposes of quarters as unmarried. No quarters or subsistence allowances can be paid men who are on sea duty.

(4) Men in the fourth, fifth, sixth, and seventh pay grades manifestly do not receive sufficient compensation to provide support for families. Proper administration and discipline require that they live with the troops except when on detached duty, and no provision is made at posts for the families of such as are married. Approval of marriage of men of these grades will not be given, and authority for their reenlistment, or extension of enlistment, will not be granted except for those on detached duty, and for sergeants married before October 1, 1925. Men of these pay grades who marry must do so with a full knowledge of their status and be prepared to accept the consequences to themselves and to their families. (C. M. C. M. 2.)

(5) Married men will be subject to assignment and transfer on the same basis as other men and must take such contingencies into consideration in making provision for their families.

FURLOUGH FOR ENLISTED MEN

1-38

(C. M. C. M. 4)

(1) Furloughs not to exceed a total of 30 days in an enlistment year may be granted by the following, subject to such restrictions as may be imposed by higher authority:

Commanding officers of brigades and officers higher in command, serving outside the continental United States; commanding general Department of the Pacific; commanding officers of marine barracks, bases, and staff offices; other officers designated by the Major General Commandant.

(2) Commanding officers of ships may grant the same furloughs to enlisted men of the Marine Corps that they are authorized to grant to enlisted men of the Navy.

(3) Furlough upon reenlistment is governed by article 2-50 and will be counted in the total of furloughs for the first year of a reenlistment.

(4) Furloughs include travel time, except that if a man is on duty on a foreign station, and is granted furlough for the purpose of visiting the United

States, his furlough begins from the date of his arrival therein and expires on the date of his departure therefrom.

(5) Furloughs will be entered in service-record books and on muster rolls.

Section 3.—MISCELLANEOUS

Department of the Pacific

1–51

(1) *Limits.*—Under article 631, Navy Regulations, the Department of the Pacific will include all posts, detachments, depots, offices, and other organizations of the Marine Corps (except the recruiting service and detachments afloat) on the Pacific coast of the United States and those in the Hawaiian Islands and Guam.

(2) *Command.*—The departmental commander will, under the direction of the Major General Commandant, command all marines and reservists included in the department in so far as the command is not reserved by law or regulation to other authority.

(3) *The staff* of the departmental commander will consist of the assistant adjutant and inspector, the assistant quartermaster, and the assistant paymaster, stationed at San Francisco, Calif., and of such other officers as may be ordered to report to the departmental commander for duty on the staff.

(4) *Next in command.*—During the absence or disability of the departmental commander, or in case of a vacancy, the assistant adjutant and inspector on the staff will perform the duties of the office, unless or until another officer is ordered by the Major General Commandant to perform them.

(5) *Duties.*—The departmental commander will maintain the strength of the posts, detachments, offices, and other organizations included within the department, by transfer of officers and men, in accordance with the necessities of the service, and with the general and special instructions issued by the Major General Commandant, and will transfer enlisted men to the recruiting service, western division, to detachments afloat upon application of commanding officers to fill vacancies in authorized complements, and from detachments afloat upon application of commanding officers in cases of undesirables, and may effect mutual transfers of individuals between ships of the Pacific Fleet and shore stations in the department when applications are submitted through proper channels.

(6) *Promotion and reduction.*—The departmental commander will, within the department, appoint and reduce noncommissioned officers (except as provided in article 555, Navy Regulations) in accordance with the necessities of the service and pursuant to article 6–22, Marine Corps Manual, and the general and special instructions of the Major General Commandant.

(7) *Discharges.*—The departmental commander will, within the department, issue the necessary orders and prepare discharge certificates for the discharge of enlisted men (*a*) upon expiration of enlistment, (*b*) for undesirability, in-

aptitude, or unfitness, (*c*) for physical or mental disability (disability to be determined by a board of medical survey), or (*d*) in pursuance of a sentence of a court-martial, all in accordance with established policy and general and special instructions issued by the Major General Commandant. He will also award good-conduct insignia.

EXPEDITIONARY FORCES AT SAN DIEGO, CALIF.

1–52

(1) *Marine Corps Expeditionary Forces.*—The organized units of the Marine Corps Expeditionary Forces of the Department of the Pacific shall be stationed at the Marine Corps base, naval operating base, San Diego, Calif.

(2) *Extent of command.*—The senior line officer of the Marine Corps on duty at the naval operating base shall command all Marine Corps officers and enlisted men and all Marine Corps organizations attached to and serving at the naval operating base, San Diego, Calif., and shall exercise, subject to superior

authority, full military authority over the units of his command; but he shall not direct or be responsible for the administration of such units and detachments of his command as may be attached to any of the various naval administrative establishments of the naval base. He shall, however, be kept informed of the military training, the discipline and condition of the Marine Corps units attached to such establishments, and shall make such inspections from time to time as may be necessary to keep him acquainted with the condition of all parts of his command.

(3) ***Correspondence*** shall be routed through the commanding officer of the establishment concerned.

BIRTHDAY OF THE MARINE CORPS

1-55

The following will be read to the command on the 10th of November of every year:

(1) On November 10, 1775, a Corps of Marines was created by a resolution of the Continental Congress. Since that date many thousand men have borne the name Marine. In memory of them it is fitting that we who are marines should commemorate the birthday of our corps by calling to mind the glories of its long and illustrious history.

(2) The record of our corps is one which will bear comparison with that of the most famous military organizations in the world's history. During 90 of the 146 years of its existence the Marine Corps has been in action against the Nation's foes. From the Battle of Trenton to the Argonne, marines have won foremost honors in war, and in the long eras of tranquility at home generation after generation of marines have grown gray in war in both hemispheres, and in every corner of the seven seas that our country and its citizens might enjoy peace and security.

(3) In every battle and skirmish since the birth of our corps marines have acquitted themselves with the greatest distinction, winning new honors on each occasion until the term marine has come to signify all that is highest in military efficiency and soldierly virtue.

(4) This high name of distinction and soldierly repute we who are marines to-day have received from those who preceded us in the corps. With it we also received from them the eternal spirit which has animated our corps from generation to generation and has been the distinguishing mark of the marines in every age. So long as that spirit continues to flourish marines will be found equal to every emergency in the future as they have been in the past, and the men of our Nation will regard us as worthy successors to the long line of illustrious men who have served as "Soldiers of the Sea" since the founding of the corps. (M. C. O. 47, November 1, 1921.)

FLAGS

1-56

The following flags, pennants, guidons, and signs are authorized for use in the Marine Corps:

Flags—

- Marine Corps standard, silk, with staff.
- National colors, silk, with staff.
- Regimental, silk, with staff.
- Garrison, bunting.
- Post, bunting.
- Storm, bunting.
- Recruiting, ~~red,~~ Blue bunting.
- Major general, Nos. 2 and 4, bunting, with staff.
- Brigadier general, Nos. 2 and 4, bunting, with staff.
- Boat, major general, bunting, with staff.
- Boat, brigadier general, bunting, with staff.
- Hospital, field, bunting.
- Quarantine, field hospital, bunting.
- Sanitary, cordon, bunting, with staff.
- Signal, red, 2-foot, with staff.
- Signal, white, 2-foot, with staff.
- Signal, red, 4-foot, with staff.
- Signal, white, 4-foot, with staff.
- Semaphore, bunting, with staff.

Pennants—

- Brigade, large, bunting.
- Brigade, small, bunting.
- Post commander, boat, bunting, with staff.
- Quartermaster's supply depot and train, bunting.

Guidons—

- Silk, with staff.
- Ambulance and dressing station, bunting, with staff.

Signs—

- Automobile, major general.
- Automobile, brigadier general.

MARINE CORPS COLORS

1-57

(1) Gold and scarlet are the official colors of the Marine Corps.

(2) All guidons, banners, athletic ribbons, pennants, and other articles ordinarily designed to represent the Marine Corps colors, will be made accordingly.

(3) Articles in Marine Corps colors carried by post exchanges will conform to the designated colors, the gold approximating as nearly as possible that in the regulation noncommissioned officers' chevrons.

IDENTIFICATION TAGS

1-58

In time of war or national emergency, and at other times when directed by competent authority

(1) Two identification tags will be issued to each officer and enlisted man of the Marine Corps, to be worn when engaged in field service. One tag will be suspended from the neck underneath the clothing by a cord or thong passed through the small hole in the tag, the second tag to be suspended from the first one by a short piece of string or tape. These tags are prescribed as a part of the uniform, and when not worn as directed herein will be habitually kept in the possession of the owner. When not worn they will be regarded as part of the field kit and will be regularly inspected.

(2) In order to secure the proper interment of those who fall in battle, and to establish beyond a doubt their identity, should it become desirable subsequently to disinter the remains for removal to a national or post cemetery or for shipment home, the identification tag suspended from the neck of the officer or enlisted man will in all cases be interred with the body. The duplicate tag attached thereto will be removed at the time of burial and turned over to the surgeon or person in charge of the burial, from which a record of same, together with the cause and date of death, shall be made and reported to the commanding officer.

(3) These tags will be stamped as follows: Officers, full name and rank at date of issue; enlisted men, full name and date of first enlistment in the Marine Corps, the tags of both officers and enlisted men to have the letters "U. S. M. C." plainly stamped thereon.

(4) Tags for men enlisting will be stamped and issued at the recruit depots, except in the case of reenlisted men who have not previously been supplied with them. In such cases tags will be stamped and issued at the posts to which the men are transferred.

(5) The original issue of tags and tape will be made gratuitously, but issues made to replace those lost will be checked against the man's pay account.

(6) The Secretary of the Navy has authorized the use of the Marine Corps identification tag until the exhaustion of the present supply, after which the tag prescribed in the Navy Regulations will be used.

CHANGE OF NAME AND DATE AND PLACE OF BIRTH

1-59

(1) *Change of name* will be made on the records only upon application therefor by the interested person, accompanied by a certified copy of the court order, or other evidence satisfactory to Headquarters, showing that he has obtained legal sanction for such change.

(2) *Correction of name*, where the true name is not borne on the records, will be made upon application therefor by the interested person, reciting the facts under oath, and furnishing a birth or baptismal certificate, together with the affidavits of two or more disinterested persons to the effect that they know the person serving in the Marine Corps under the name of ——— ——— to be the identical person whose true name is ——— ———.

(3) *The date and place of birth* may be corrected upon application therefor by the interested person and the presentation of a birth or baptismal certificate; or, if such certificate is unobtainable, then by the affidavit of the attending physician or nurse or other persons having personal knowledge of the facts.

ASSISTANCE FOR EX-SERVICE MEN IN THEIR RELATIONS WITH THE VETERANS' BUREAU

1-60

(1) It is the purpose of Marine Corps Headquarters, acting through its available personnel, to assist ex-service men in every possible way in securing contact with the Veterans' Bureau, thus enabling them without delay to renew or convert their insurance, to secure medical or dental treatment, hospitalization, or vocational training, or to present their claims for compensation.

(2) The obligation is imposed upon all post commanders and recruiting officers of the Marine Corps to aid their less fortunate comrades. Such officers will familiarize themselves with the orders and circulars relating to the Veterans' Bureau, in so far as these instructions refer to renewal or conversion of insurance, compensation, medical or dental treatment, hospitalization and vocational training, so that intelligent assistance and advice may be afforded ex-service men in regard to their relations with the bureau.

(3) The officers mentioned will obtain direct from the Veterans' Bureau a supply of all blank forms needed by ex-service men in their contact with that bureau.

(4) Upon application from ex-service men the officers mentioned in paragraph (2) will furnish blank forms, will assist in the preparation of applications, will carefully examine all papers or instructions on the forms in question, and will themselves promptly forward the completed applications or statements directly to the United States Veterans' Bureau, Washington, D. C.

(5) In cases where it is necessary to forward a copy of the discharge certificate of the ex-service man the copy will be made by the post commander or recruiting officer, adding the words "Copy of discharge certificate, to be used *only* with claims against the United States Veterans' Bureau," at the beginning of the copy, and the words "I hereby certify that the foregoing is a true, literal, and exact copy of the discharge certificate of ——— ———," with signature and rank of the attesting officer, at the end of the copy. Ordinary blank paper or the regular discharge certificate blanks (in the case of ex-marines) may be used in making these copies, except that parchment or arti-

ficial parchment shall not be used for this purpose. The attestation must be by a post commander, recruiting officer, notary public, or other person authorized to administer oaths.

INSURANCE

1-61

(1) Every officer and enlisted man who enters the service will be advised that he is entitled to apply for one of the six forms of Government life insurance (converted) within 120 days from the date of such entry. Recruiting officers and commanding officers may obtain supplies of blank forms of applications for insurance, reinstatement, and conversion, and rate books, upon application to the United States Veterans' Bureau, Washington, D. C. (C. M. C. M. 3.)

(2) When a newly enlisted or reenlisted man is taken up on the rolls, the company commander will, in so far as may be practicable, inform him once each month, up to and including the month in which the time limit elapses, of his right to apply for Government life insurance. (See arts. 28-131 to 28-147.) (C. M. C. M. 3.)

NAVAL PROPERTY ON TRANSPORTS

1-62

Commanding officers of marine detachments embarked on naval transports will take such measures in cooperation with the commanding officers of the transports as will prevent, so far as practicable, damage or loss of naval property temporarily in use by the marines.

NAVAL VESSELS ASSIGNED TO MARINE CORPS

1-63

(1) *Officer in charge.*—When naval vessels are in the custody of the Marine Corps, an officer with experience in seamanship if practicable will be detailed in charge. The officer so detailed will be held strictly responsible for the cleanliness, preservation, and operation of any naval craft under his charge. Adequate crews of qualified enlisted men will be detailed.

(2) *Inspection.*—Frequent inspections of naval vessels in the custody of the Marine Corps will be made by commanding officers and inspecting officers, and all means adopted to insure that such vessels are kept in a creditable state of cleanliness and preservation.

(3) Rescinded. (C. M. C. M. 3.)

ABBREVIATIONS AND CONTRACTIONS AUTHORIZED FOR USE ON MUSTER AND PAY ROLLS AND IN SERVICE-RECORD BOOKS

1–64

A

Absence or absent over leave	AOL
Absence or absent without leave	AWOL
Acquitted or acquittal	Acq
Account	a/c
Accounts closed for discharge	CD
Accounts to paymaster	a/cPM
Accounts to deserters' roll	ADR
Adjutant	Adj
Adjutant and inspector	A&I
Assistant adjutant and inspector	AA&I
Adjutant and inspector's department	A&ID
Analysis of account	Anal a/c
Apprehended	Apnd
Approved	App
Army transport	AT
Arrival within the continental limits of the United States	Arr US
Artillery	Arty
Assistant paymaster	APM
Assistant quartermaster	AQM
Authority	Auth
Awaiting sentence	AS
Awaiting trial	ATr
Awarded or award	Awd

B

Bad-conduct discharge	BCD
Barracks detachment	Bks. det
Battery	Bty
Battalion	Bn
Bread and water	B&W
Brigade	Brig
Brigadier general	Brig. Gen

C

Captain	Capt
Certificate	Cert
Character	Char
Class	Cl
Closed for discharge	CD
Clothing	Clo

Colonel	Col
Commander in chief	C-in-C
Commanding officer	CO
Company commander	CC
Company	Co
Confined	Con
Confined serving sentence	Con ser sent
Confirmed temporary regular	Con tem reg
Confirmed temporary technical	Con tem tech
Convenience of Government	C of G
Convening authority, civil authorities	CA
Convicted or conviction	Conv
Cook	Ck
Corporal	Cpl
Court-martial	CM
Commutation of rations	Com Rats

D

Delivered	Del
Deck court	DC
Deserter or desertion	Des
Deserter from	Des fr
Detached duty	Det D
Difference	Dif
Discharged	Dis
Discontinued	Disc
Dishonorable discharge	DD
Division	Div
Drummer	Dmr
Distinguished service cross	DSC
Distinguished service medal	DSM

E

Enlisted or enlistment	Enl
Enlistment period	Enl prd
Expert rifleman	ER
Expiration of enlistment	Exp enl
Extended enlistment, or extension of enlistment	Ext enl
Extra duty	ED
Extra police duty	EPD

F

Final settlement	FS
First lieutenant	1st Lt
First sergeant	1st Sgt
Foreign shore service	FSS

Fraudulent enlistment	Frd enl
From	fr
Furlough	Fur

G

General court-martial	GCM
General court-martial prisoners	GCMP
Good conduct medal	GCMed
Gunnery sergeant	Gy-Sgt

H

Hq. ~~Headquarters~~ U. S. Marine Corps	HQMC
Honorably discharged	Hon dis
Hospital	Hosp

I

Immediate superior in command	ISIC
In hands civil authorities	IHCA
Including or inclusive	Inc
Individual	Indiv

J

Joined	Jd
Joined by enlistment	Jdenl
Joined by reenlistment	Jdreenl
Joined by transfer from	Jdfr
Judge Advocate General	JAG

L

Leave	Lv
Lieutenant colonel	Lt-Col
Loss of pay	LP

M

Major	Maj
Major General	Maj Gen
Major General Commandant	MGC
Marine Barracks	MB
Marine barracks, naval station	MBNS
Marine barracks, navy yard	MBNY
Marine Corps	USMC
Marine Corps order	MCO
Marine gunner	M Gun
Marksmanship qualifications	MQ
Marksman	Mks
Medal of honor	Med of H
Medical officer	MO

Medical survey	MS
Messman	Msm
Musician first class	Mus 1 cl
Musician second class	Mus 2 cl
Musician third class	Mus 3 cl

N

Naval Disciplinary Barracks	NDB
Navy Department	ND

O

Offense	Ofs
Officer in charge	O-in-c
Order	Ord

P

Paragraph	Par
Paymaster	PM
Pay Clerk	P Clk
Permanent warrant	PW
Period	Prd
Post exchange	PE
Post quartermaster	PQM
Platoon	Plat
Principal musician	Prin mus
Prior enlistment	Pr enl
Prisoner at large	PAL
Private	Pvt
Private first class	Pvt 1 cl
Promotion or promoted	Pro
Probationary regular	Prob reg
Probationary technical	Prob tech
Public or Government property	PP

Q

Qualified	Qual
Quartermaster	QM
Quartermaster clerk	QM clk
Quartermaster sergeant	QM sgt

R

Received	Recd
Recommendation	Recomd
Record	Rec
Recruit depot	R dep

Recruiting district	R dis
Recruiting officer	RO
Recruiting station	RS
Recruiting warrant	RW
Reduced	Red
Reenlisted	Reenl
Regiment	Regt
Requalified	Requal
Retained	Ret
Retained in service	Ret in serv
Retired	Retd

S

Secondary gun-pointer first class	SGP 1 cl
Secondary gun-pointer second class	SGP 2 cl
Second lieutenant	2d Lt
Senior officer present	SOP
Sergeant	Sgt
Sergeant major	Sgt maj
Settled	Set
Sharpshooter	SS
Ship's warrant	SW
Sick	Sk
Sick in U. S. Naval Hospital	Sk USNH
Signalman first class	Sig 1 cl
Signalman second class	Sig 2 cl
Small-arms interpost competition	SAIC
Small-arms post competition	SAPC
Small-arms target practice	SATP
Special duty	SD
Special money requisition	SMR
Specialist first class	Spl 1 cl
Specialist second class	Spl 2 cl
Specialist third class	Spl 3 cl
Specialist fourth class	Spl 4 cl
Specialist fifth class	Spl 5 cl
Staff sergeant	Stf Sgt
Staff returns	S/RS
Straggler	Strag
Squadron	Sq
Surrendered	Sur

T

Technical warrant	Tech W
Temporary	Temp
Temporary duty	Temp d

Temporary warrant	TW
Temporarily attached	Temp att
Transfer or transferred	Tr
Trial	Tl
Trumpeter	Tpr

U

Unauthorized absence	Abs
U. S. Army	USA
U. S. Marine Corps	USMC
U. S. Navy	USN

Holds G. C. medal and 3 bars	4 Med
Qualified as sharpshooter, markmanship qualifications No. ------ Date qualified ------ (Series ------)	SS (date) ----- No----. (Series-----)
Tried by summary court-martial (date) at ------ (place)------ for ------ (offense) ------ Sent approved SOP------ (date)------	SCM (date) (place) (offense) LP $------ & ap (date)
Discharged or retained first enlistment for the convenience of the Government	1st enl CG

Temporary warrant	TW
Temporarily attached	Temp att
Transfer or transferred	Tr
Trial	Tl
Trumpeter	Tpr

U

Unauthorized absence	Abs
U. S. Army	USA
U. S. Marine Corps	USMC
U. S. Navy	USN

Holds G. C. medal and 3 bars	4 Med
Qualified as sharpshooter, markmanship, qualifications No. ------ Date qualified ------ (Series ------)	SS (date) ----- No---- (Series------)
Tried by summary court-martial (date) at ------ (place)------ for ------ (offense) ------ Sent approved SOP------ (date)------	SCM (date) (place) (offense) LP $------ & ap (date)
Discharged or retained first enlistment for the convenience of the Government	1st enl CG

MAIL CLERKS

1–65

(1) The laws, regulations, and instructions governing the designation, duties, and supervision of Navy mail clerks and assistant Navy mail clerks are contained in articles 2063 to 2071, Navy Regulations, articles D–5305 to 5311, Bureau of Navigation Manual, and pamphlet issued by the Post Office Department entitled "Instructions for the Guidance of Navy Mail Clerks and Assistant Navy Mail Clerks." These regulations and instructions, although compiled primarily for vessels and shore establishments of the Navy, apply equally to Marine Corps commands. (C. M. C. M. 5.)

(2) Commanding officers will require especially that all inspections are made as prescribed and that careful supervision of the duties of mail clerks and assistant mail clerks is maintained. (C. M. C. M. 5.)

(3) The duties assigned to the supply officer, the paymaster, or the disbursing officer, in the regulations and instructions enumerated in paragraph (1), will be performed by the officer or officers (disbursing, if practicable) designated by the commanding officer. (C. M. C. M. 5.)

1–66

Allowance.—One Navy mail clerk and one assistant Navy mail clerk may be allowed on receiving ships, on all vessels of the Navy, at shore stations, and in expeditionary forces of the Navy or Marine Corps serving ashore, having a complement of 650 or more officers and men. One Navy mail clerk may be allowed on all vessels of the Navy having a complement of 50 or more and less than 650 officers and men, except station tugs and barges, and for all Navy and Marine Corps detachments serving ashore as mentioned above having a complement of 50 or more and less than 650 officers and men. (C. M. C. M. 5.)

CHAPTER 2

ENTRY INTO THE SERVICE

Section 1.—OFFICERS

APPOINTMENT AS SECOND LIEUTENANT

2-1

(1) *Officers authorized to recommend for.*—General and field officers and officers in command of companies and detachments of the Marine Corps are authorized to recommend, through official channels, meritorious noncommissioned officers for advancement to the grade of second lieutenant. In making such recommendations, the officer will be guided by the following instructions.

(2) *Qualifications.*—In accordance with the law and regulations governing appointments to the grade of second lieutenant, a noncommissioned officer candidate must be between the ages of 21 and 27 when appointed; must be a single man and a citizen of the United States; and must have served at least two years in the military or naval service of the United States, one year of which must have been in the Marine Corps, by July 1 of the year in which he enters the candidates' class mentioned in paragraph (6) of this article. Service in the Military Academy at West Point or in the Naval Academy at Annapolis will not be counted in computing length of service.

(3) *Recommendations.*—The recommendations will state that the men recommended are single, will contain specific statements as to the physical, mental, and moral fitness of the proposed candidate, and will be accompanied by available documentary evidence of character, experience, and personal history.

(*a*) Statements as to physical fitness will be based upon a medical examination, to determine if any physical defects exist, and upon observation, to determine if physical energy or the contrary is indicated.

(*b*) Statements as to mental fitness will be based upon obtainable evidence of scholastic education and upon observation of mental qualities indicated, such as mental energy, endurance, alertness, intelligence, adaptability, interest in the service, and their contraries.

(*c*) Statements as to moral fitness will be based upon evidence obtained from those in a position to have reliable knowledge of the moral development of the proposed candidate during the formative period of his life—during the ages from about 10 to 20 years—and upon personal observations and reports, official or otherwise, relating to the character and habits of the proposed candidate. His associates, language, deportment, and methods of amusement and recreation should be carefully noted and mentioned. His attitude in relation to self-discipline and willing obedience to orders, regulations, and law should be studied and reported upon.

(4) Recommendations received at Headquarters will be studied in connection with the military history of the proposed candidates and selections will be made by the Major General Commandant.

(5) *Preliminary examinations.*—When any proposed candidate has been selected by the Major General Commandant, a set of preliminary examination questions will be sent to the noncommissioned officer's commanding officer, who will have him take the examination under proper supervision. Upon completion of the examination, the papers thereof will be forwarded to the Major General Commandant. After the results of the examination shall have been considered, the proposed candidate will be informed as to whether he has been selected as a candidate for a commission.

(6) *Selected candidates.*—Those noncommissioned officers selected as candidates will be transferred to the candidates' class at the Marine Barracks, Washington, where they will be under special observation and instruction preliminary to taking the final examinations for appointment to the grade of second lieutenant. Candidates must be bona fide noncommissioned officers, and those who do not make good must not expect discharge.

(7) During the period of instruction and observation the officers designated for that purpose will report from time to time relative to the indicated qualifications and disqualifications of the respective candidates. In case an opinion is formed that any candidate is in any respect unqualified for a commission, or in case a serious doubt is raised as to the positive fitness of any candidate, the Major General Commandant will direct his detachment and he will cease to hold the status of a candidate.

(8) *Withdrawal of nomination.*—An officer who has nominated any noncommissioned officer as a candidate may, for cause, withdraw his nomination at any time prior to the actual commissioning of such noncommissioned officer.

(9) *Scope of examination.*—The scope of the preliminary examination and of the final mental and professional examinations will be announced annually by the Major General Commandant.

(10) *Policy of Major General Commandant.*—It is the policy of the Major General Commandant to give full effect to the legislative provisions which open the way for advancement to the comissioned grades to meritorious enlisted men of the Marine Corps. At the same time, the mere fact of honest and faithful service in the ranks will not be accepted in lieu of other characteristics which are considered essential in one who is to serve as a commissioned officer in the Marine Corps. Keeping the door open, but selecting those who are to pass through, is one of the most important of the duties with which any officer may interest himself. While calling for specially intelligent thought and some additional labor, the officer who aids in making effective the

general policy indicated will do much to assure the high professional standing of the near and the distant future Marine Corps.

(11) Failure to qualify for promotion will not be considered as cause for discharge.

Section 2.—WARRANT OFFICERS

APPOINTMENT OF WARRANT OFFICERS AND CHIEF WARRANT OFFICERS

2–21

(1) *Law and regulations.*—The act of August 29, 1916, provides that marine gunners and quartermaster clerks shall be appointed from the noncommissioned officers of the Marine Corps. Article 1645, Navy Regulations, provides that warrant officers and pay clerks of the Marine Corps shall be appointed in such manner as may be prescribed by law after their qualifications have been established in such manner as the Secretary of the Navy may prescribe.

(2) *Qualifications.*—The Secretary of the Navy has prescribed that the qualifications of candidates for appointment as marine gunner, quartermaster clerk, and pay clerk shall be established as follows:

"Men who have held temporary commissions, warrants, or appointments as pay clerk in the Marine Corps may, upon passing the necessary physical examination before a board of medical examiners, be appointed warrant officers or pay clerks if the Major General Commandant is satisfied from their records that they are mentally, morally, and professionally qualified for appointment. All other candidates shall, in addition to the physical examination, be subject to such mental, moral, and professional examination as the Major General Commandant may prescribe."

(3) *Examinations.*—Candidates for appointment as marine gunner, quartermaster clerk, and pay clerk shall submit to boards appointed for their examination such evidence as may be required in respect to their mental and moral qualifications. When so specified by the board, the candidate's familiarity with current publications in the examination on administration may be tested by written questions in the solution of which he may refer to these current publications. These questions may constitute all, or any part, of the examination, and shall be plainly marked to indicate that access to publications is allowed. The correctness of the answers and the time consumed in completing them shall determine the mark for this portion of the examination. In addition they shall be examined in the following subjects:

For marine gunner—

Grammar and composition.

Arithmetic.

Infantry drill (to include the platoon): TR Nos. 420–40, 420–45, 420–50, and 420–85. (Practical and theoretical.)

Administration of the company. (Marine Corps Manual, Marine Corps orders and circular letters.) To include all company paper work.

Nomenclature and functioning of Infantry weapons: TR Nos. 320-10, 320-15, 320-25, and 320-35.) (Practical.)
Rigging: TR No. 185-5. (Theoretical.)
Explosives and demolitions: TR No. 195-30. (Theoretical.)

For quartermaster clerk—
Grammar and composition.
Geography.
United States history.
Arithmetic.
Administration. (Chs. 14 to 23 Marine Corps Manual, and Marine Corps orders and circular letters.)

For quartermaster clerk, adjutant and inspector's department—
Grammar and composition.
Geography.
United States history.
Arithmetic.
Administration. (Chs. 1 to 13, Marine Corps Manual; chs. 2, 4, 16, and 52, Navy Regulations; Navy Department general orders; Marine Corps orders and circular letters.)
Bookkeeping and accounting.

For pay clerk—
Grammar and composition.
Geography.
United States history.
Arithmetic.
Administration. (Chs. 23 to 30, Marine Corps Manual, and Marine Corps orders and circular letters.) (C. M. C. M. 2 and 4.)

(4) The examination of candidates for promotion to all chief warrant ranks will consist of a physical, mental, moral, and professional examination. Where the subject of administration is included in the scope of the professional examination, and when so specified by the board, the candidate's familiarity with current publications may be tested by written questions, in the solution of which he may refer to these current publications. These questions may constitute all, or any part, of the examination in administration and shall be plainly marked to indicate that access to publications is allowed. The correctness of the answers and the time consumed in completing them shall determine the mark for this portion of the examination. The professional examination shall consist of the following subjects:

For chief marine gunner—
Drill—the rifle company: Sections III and IV, TR No. 420-50. (Practical and theoretical.)
Explosives and demolitions: TR No. 195-30. (Theoretical.)
Rigging: TR No. 185-5. (Theoretical.)

For chief quartermaster clerk—
Administration. (Chs. 14 to 23, Marine Corps Manual, and Marine Corps orders and circular letters.)

For chief quartermaster clerk, Adjutant and Inspector's Department—

Administration. (Chs. 1 to 13, Marine Corps Manual; chs. 2, 3, 4, 5, 16, and 52, Navy Regulations; Navy Department general orders, Marine Corps orders and circular letters.)

Bookkeeping and accounting.

For chief pay clerk—

Administration. (Chs. 23 to 30, Marine Corps Manual, and Marine Corps orders and circular letters.) (C. M. C. M. 2 and 4.)

General Policy Concerning Appointment as Marine Gunner

2–22

(1) Selections of noncommissioned officers for advancement to the rank of marine gunner will be based upon (1) the man's excellent moral character; (2) his excellent military character; (3) his knowledge and experience in Marine Corps activities.

(2) The development of military character, particularly those traits which inspire respect and confidence in both seniors and juniors, generally requires considerable service, as does the acquiring of experience. Knowledge may be acquired in a comparatively short time if a man is intelligent and has a fair basic education.

(3) A great deal of knowledge that would be most useful to a marine gunner might be acquired before he enters military service; but such knowledge is a secondary consideration to the military characteristics of a successful marine gunner.

(4) One of the purposes in establishing the rank of marine gunner was to offer a respectable and valuable reward to those who give long years of valuable service as enlisted men in the performance of line duties—the duties that carry them aboard ship, to foreign countries, to hardships of expedition and campaign, as well as the more or less routine duties of post and barracks.

(5) The general policy of the Major General Commandant is to fill vacancies by selections made on the foregoing basis. Ambitious self-improvement in the military profession will be recognized, as will exceptionally meritorious conduct in action. At the same time it will be an exceptional case where a noncommissioned officer will be advanced to the rank of marine gunner who has less than 10 years' service, or less than two discharges with "Character excellent."

(6) General and field officers, and post, company, and detachment commanders may recommend noncommissioned officers for advancement to the rank of marine gunner at any time, keeping in mind the above general policy.

Such recommendations should state in detail the general and special qualifications of the proposed candidate; his military knowledge and experience in command, as well as his moral and military character, as disclosed to the officer submitting the recommendation.

Section 3.—ENLISTED MEN

EXTENSION OF ENLISTMENT

2-23

(1) *How and when made.*—The term of enlistment of any man may, by his written voluntary agreement, be extended for a period of either one, two, three, or four full years from the date of expiration of the then existing term of enlistment. An agreement to extend an enlistment must be executed prior to or at expiration of original enlistment; and a man serving an extension of less than four years may, before the expiration of such extension, further extend his term repeatedly by one or more full years, the aggregate of all extensions not to exceed four full years from the date of expiration of the original term. No man shall be permitted to extend or reextend his term of enlistment where his retention in the service is not desirable, and at any time before an extension term begins to run the commanding officer will cancel the extension agreement should the man's conduct so warrant, and will always cancel an extension if a man is sentenced to a bad-conduct discharge.

(2) *For one or two years.*—Unless specially authorized by the Major General Commandant an extension by a noncommissioned officer for two years, or by an enlisted man of any rank for one year, will be accepted only in the case of—

(*a*) A man on foreign service or on sea service on a seagoing ship, for the purpose of continuing thereon after expiration of term of enlistment.

(*b*) A man on shore duty within the continental United States who has applied for sea or foreign duty, and for whose assignment to such duty there is an immediate necessity, for the purpose of meeting the requirements of such assignment.

(*c*) A man on recruiting duty, or on duty at Headquarters, Marine Corps, or at detached staff offices or depots, or selected for flight training, (C. M. C. M. 4.)

(3) *Supplemental to original contract of enlistment.*—The voluntary agreement to extend a term of enlistment shall be supplemental to the original contract of enlistment and form a part of it, and shall be executed in the terms and on the blank forms prescribed by the Major General Commandant.

(4) *Forwarding.*—When an agreement to extend enlistment has been completed it shall be immediately forwarded to the Adjutant and Inspector.

(5) *Service-record books.*—Entries of the extension shall be made in red ink in the man's service-record book, over the signature of the commanding officer, at the bottom of page 1, and also on the line below the last markings on pages 4 to 9. Similar entries shall be made for any subsequent extensions, noting in addition the fact of its being a second, third, or fourth extension. The records of men extending enlistments shall be kept continuously in the service-record books of the enlistments extended, additional pages being inserted when necessary.

(6) Rescinded. (C. M. C. M. 2.)

(7) *Physical examination.*—A man desiring to extend his enlistment shall be required to pass the same physical examination as is required for reenlistment, and the examining surgeon's certificate shall be attached to the completed "Agreement to extend enlistment."

(8) *Who may extend.*—Commanding officers are authorized to accept the extension of enlistments of men who, in their opinion, are desirable for retention in the service and who would ordinarily be recommended for reenlistment. Such cases, except those of married men, require no reference to the Major General Commandant, the agreement to extend enlistment being forwarded to the Adjutant and Inspector immediately upon its completion. (C. M. C. M. 2.) See Par 2.

(9) *When executed.*—Generally, a man shall not be allowed to extend his enlistment until about the completion of his original term of enlistment, in order that it may be more satisfactorily determined whether he is especially desirable.

(10) *Time lost.*—An extension of enlistment must not be placed in effect until the man has made good all time lost in his current enlistment under paragraph 15, Navy Department, General Order 155, dated August 6, 1926. (C. M. C. M. 1.)

(11) *When effective.*—The original extension of an enlistment begins to run on the day following that on which the enlistment would otherwise have terminated, regardless of the date on which the agreement to extend was entered into. Extensions subsequent to a first extension have the effect of changing immediately upon the agreement, the term of the original extension to a period equal to the aggregate of all the extensions. Any right which the extension of an enlistment carries does not accrue until the date the original extension actually begins to run. (Bu. Memo., p. 6983.)

Reenlistment or Extension of Enlistment in Cases of Men With 16 or More Years of Naval Service

2–24

(C. M. C. M. 5)

(1) Any enlisted man whose case does not come within the purview of paragraph (2) of this article, who has been or shall hereafter be discharged, or shall desire to extend his enlistment, after completing the required service for transfer to the Fleet Marine Corps Reserve (16 or 20 years of naval service), will not be reenlisted, or permitted to extend his enlistment, unless he first executes one of the following waivers, as may be appropriate, in writing:

(*a*) In consideration of acceptance for extension of enlistment for one year (or two years) I voluntarily waive the right to apply for transfer to the Fleet Marine Corps Reserve until I shall have completed such extension of enlistment.

(*b*) In consideration of acceptance for reenlistment (or extension of enlistment for three or four years) I voluntarily waive the right to apply for transfer to the Fleet Marine Corps Reserve until I shall have completed two years' service under such reenlistment (or extension of enlistment).

(2) Exceptions are authorized as follows:

(*a*) The following enlisted men, who upon expiration of enlistment or extension will have completed 16 years' service for transfer to the Fleet Marine Corps Reserve, but who will not have sufficient service for maximum pay purposes (over 16 years), may extend their enlistment for one year without executing the waiver:

(1) Those serving in a regular 4-year enlistment.

(2) Those serving in the first, second, or third year of an extension.

(*b*) The following enlisted men who, upon expiration of enlistment or extension, will have completed 19 years' service, but less than 20 years' service, for transfer to the Fleet Marine Corps Reserve, may extend their enlistments for one year without executing the waiver:

(1) Those serving in a regular 4-year enlistment.

(2) Those serving in the first, second, or third year of an extension.

(*c*) Enlisted men who upon expiration of enlistment or extension will have completed more than 18 years but less than 19 years' service, for transfer to the Fleet Marine Corps Reserve, may extend or reenlist for any term of years without executing the waiver, provided that an aggregate of four successive years in extension is not exceeded, or that they do not reenlist for any term other than four years, and provided further, that extensions for one year shall be subject to the provisions of article 2–23 (2).

(*d*) The following enlisted men may reenlist without executing the waiver upon the expiration of the fourth year of extension of enlistment:

(1) Those who will have completed 16 years' service for transfer to the Fleet Marine Corps Reserve, but will not have had sufficient service for maximum pay purposes (over 16 years).

(2) Those who have more than 18 years' service and less than 20 years' service for transfer to the Fleet Marine Corps Reserve.

RECRUITING INSTRUCTIONS

CONTROL

2–31

(1) The Major General Commandant exercises general supervision and control over the recruiting service of the Marine Corps and over the necessary expenses in connection therewith.

(2) Subject to the above, the Western Recruiting Division is under the jurisdiction and control of the Commanding General, Department of the Pacific, for disciplinary and inspection purposes.

ORGANIZATION

2–32

The Marine Corps recruiting service is organized into four divisions, and within each of these divisions there is a fixed number of districts, and within each dstrict there is a fixed number of smaller stations, known as subdistrict headquarters stations, central auxiliary stations, auxiliary stations, and road parties. These stations are located at such points as is necessary to properly represent the Marine Corps. In each recruiting division one station is known as the headquarters station of the division. In each recruiting district one station is known as the headquarters station of the district, and the others as stations.

2–33

(1) The four recruiting divisions are as follows:

Eastern Recruiting Division (headquarters, Philadelphia, Pa.).—The States of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, New Jersey, Delaware, Maryland, Virginia, West Virginia, and the District of Columbia. (C. M. C. M. 3.)

Central Recruiting Division (headquarters, Chicago, Ill.).—The States of Ohio, Michigan, Indiana, Illinois, Wisconsin, Kentucky, Missouri, Iowa, Minnesota, North Dakota, South Dakota, Nebraska, Kansas, New Mexico, Colorado, Wyoming, and Montana.

Southern Recruiting Division (headquarters, New Orleans, La.).—The States of North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama, Mississippi, Arkansas, Louisiana, Texas, and Oklahoma. (C. M. C. M. 3.)

Western Recruiting Division (headquarters, San Francisco, Calif.).—The States of Washington, Oregon, California, Nevada, Idaho, Utah, and Arizona.

(2) The boundaries of the several districts within each division are fixed by the Major General Commandant.

ESTABLISHMENT

2–34

(1) Officers in charge of recruiting divisions are authorized to establish and discontinue, at their discretion, stations of the following classes only: Subdistrict headquarters, central auxiliary, and auxiliary, where no rental is involved; where rental is involved, authority must be obtained from the Major General Commandant. Such establishment or discontinuance of stations must be reported on Form NMC–601, original to the Major General Commandant, and one copy each to the Quartermaster, the officer in charge of recruiting, the recruiting bureau, and the paymaster having the pay accounts of the division.

(2) District recruiting officers will communicate in writing with the chief of police and postmaster of each city and town in their districts informing them of the location of each regularly established Marine Corps recruiting station. When a new recruiting station is established within the district the information and location will likewise be conveyed to the chiefs of police

and the postmasters and they will also be notified when any traveling or itinerant recruiting party will visit their towns or cities, stating the approximate date of their arrival and departure. In like manner when a new station is established the noncommissioned officer placed in charge will immediately call upon the chief of police and the postmaster of the city or town and present his credentials.

(3) In order to permit the Federal Real Estate Board to make assignment to other Government departments of office or storage space under lease by departments and establishments of the Government, all recruiting officers will report to the Major General Commandant via the officer in charge of recruiting and the officer in charge of the division, all contemplated evacuations of space sufficiently in advance of the actual release.

(4) When the custodian of a public building requires authorization for the use of space therein as a recruiting office, the matter will be taken up with the division officer, and if necessary, with the Major General Commandant. (C. M. C. M. 2)

OFFICE HOURS

2–35

(1) Recruiting stations will remain open from 9 a. m. until 4.30 p. m. daily, except Sundays and legal holidays.

(2) When deemed advisable by officers in charge of recruiting divisions and districts, subdistrict headquarters stations' office hours may be varied to suit local conditions.

COMMISSIONED PERSONNEL

2–36

(1) A colonel or lieutenant colonel will be assigned in charge of each recruiting division and will exercise supervision over the affairs of the districts assigned to that division.

(2) A major or captain, preferably, will be assigned in charge of each recruiting district.

(3) Recruiting duty is one of the most important assignments which can be given to an officer. Such duty is, first, the procuring of good men. If this is properly done, other officers can well attend to the future of the men so procured and can build up and maintain a creditable service. The duties of a recruiting officer do not end when he has opened a station, procured equipment and assistants, inserted advertisements in the several newspapers, and ac-

cepted such men as may have entered the station and expressed a desire to enlist. A recruiting officer should be energetic and resourceful. He has a field of his own and to a certain extent is independent. He should study the industrial conditions of his district with a view to establishing stations at the proper places and at proper times.

(4) Recruiting officers will not engage in controversies with rival recruiting stations of different branches of the service. It is desired that they make friends with them and thereby prevent recruiting from taking on the aspect of rival employment agencies. Tact and diplomacy will keep a recruiting district on a higher plane and, of course, will add to efficiency.

(5) To bring the corps in closer touch with the people of the communities in which it is represented, recruiting officers should take proper part in any civic project that comes up by joining or getting in touch with local chambers of commerce, Rotary or Kiwanis Clubs and similar organizations.

(6) Whenever practicable, officers to be detailed on recruiting duty will be sent to a recruit depot for about one week's instruction in determining the physical and mental condition of applicants, so that they will be able to detect causes for rejection. Upon the completion of this instruction they will be directed to report to the officer in charge of the recruiting division to which they are assigned for duty, but before assuming charge of a district they will be further instructed in the preparation of all papers, the keeping of records, methods of advertising, the handling of applicants (methods of learning their past history), and of giving them the proper information in regard to the service.

(7) Whenever desirable, the medical examiner attached to a district headquarters station, if a medical officer of the Navy, may be detailed by the Major General Commandant, upon the recommendation of the district or division officer, to take the place of and act for the recruiting officer of the district during the temporary absence of such officer. Such duty will always be in addition to the other duties of the officer so detailed.

ENLISTED PERSONNEL

2–37

(1) A noncommissioned officer, preferably a sergeant (recruiting warrant), will be assigned in charge of each subdistrict headquarters station.

(2) A "recruiting party" is a certain number of men on duty at a recruiting station. They are a part of the detachment comprising all men on recruiting duty in a district.

(3) Generally the enlisted personnel of recruiting divisions will be distributed so that there will be at least three men on duty at each division headquarters.

(4) The recruiters must be competent to perform all official clerical work that may be required of them, such as preparation of enlistment papers, service-record books, beneficiary slips, identification records, etc.

(5) The quota of officers and enlisted men allowed for the entire recruiting service will be fixed by the Major General Commandant; the number allotted to each division will be set by the officer in charge of recruiting, and the number allotted to each district will be designated by the officer in charge of the division. (C. M. C. M. 1.)

(6) One quartermaster sergeant (regular warrant—to handle property), one first sergeant, and two sergeants (recruiting warrants) will be assigned to each division headquarters.

(7) One first sergeant, one sergeant, and one corporal (recruiting warrants) will be assigned to each district headquarters.

(8) One sergeant and one corporal (recruiting warrants), may be assigned to duty at each subdistrict headquarters, central auxiliary station, auxiliary station, or receiving station. (C. M. C. M. 2.)

(9) Each district will be allowed a "road party No. 1," which will consist of a publicity sergeant and, if deemed necessary by the officer in charge of the recruiting division, one corporal. In districts where motor transportation is available there will be allowed a "road party No. 2." Each automobile will constitute an auxiliary station to which one sergeant or one corporal will be assigned.

(10) Each district will have a publicity sergeant, whose duties will consist of obtaining newspaper and other publicity for the Marine Corps, the distribution of advertising matter, and such other duties as may be assigned to him by the officer in charge of the district.

(11) Whenever practicable a recruiter will be kept on the sidewalk in the immediate vicinity of the recruiting station entrance to interest passers-by in the service, especially those who stop to read the literature. As soon as a man appears interested the recruiter should invite him into the recruiting station, where the inducements and activities of the Corps can be explained quietly to him.

(12) Every man assigned to recruiting duty must make it a matter of personal concern to acquaint himself with the physical, mental, and other requirements of applicants.

(13) Every man retained on or transferred to recruiting duty will be required to sign the following certificate:

I, (name)____________, (rank)____________, U. S. Marine Corps, having been (retained on) (transferred to) recruiting duty, certify that I fully understand that the period of my retention on recruiting duty depends entirely upon my conduct and success as a recruiter.

This form will be executed in duplicate and witnessed by the recruiting officer concerned; one copy to be forwarded to Headquarters for file with the man's record and one copy to be retained and securely attached to his service-record book.

(14) Utmost care will be exercised in the selection of men to be retained on recruiting duty upon reenlistment. Men will not be retained on such duty simply because their homes or families are located in the town or city in which

they request recruiting duty, even though they are required to sign the above declaration. Men with excellent discharges and who have had both foreign and sea duty are best qualified. (C. M. C. M. 2.)

(15) Members of recruiting parties may be retained on recruiting duty upon reenlistment without specific authority from the Major General Commandant, provided such reenlistments are made within one month after discharge. (C. M. C. M. 2.)

(16) When an applicant for reenlistment holds an honorable discharge from the Marine Corps with character EXCELLENT or VERY GOOD and desires to be retained on recruiting duty, the recruiting officer, if he deems the applicant qualified, will inform the officer in charge of the division, who may request authority from the Major General Commandant to retain him.

(17) Only ex-marines with excellent discharges, who have been out of the service less than one month, will be considered eligible for retention on recruiting duty upon reenlistment. (C. M. C. M. 2.)

(18) The greatest factor in recruiting, especially in the smaller cities, is the personnel, and the neater, smarter, and more alert the recruiter is the more favorably the service will be known. Every man on recruiting duty will, therefore, not only wear correct uniform at all times but will, by his deportment, habits, and associations, endeavor to reflect credit upon the corps. The men selected will be of good character, patient, neat, soldierly looking, so that their appearance and behavior will be good advertisements. Commanding officers will see that men are properly outfitted with uniforms prior to transferring them to recruiting duty.

(19) Recruiting officers are authorized to permit men of their recruiting parties to fire the prescribed marksmanship course where there are Army, Navy, Marine Corps, National Guard, or other ranges available; no transportation is permitted other than street car or truck, unless especially ordered by the Major General Commandant.

(20) Recruiting officers will endeavor to learn the personal equation of each member of the recruiting party and should be cautious in effecting hasty changes in the personnel. It is desired to instill a feeling of permanency and security in the men on this duty as long as they continue to render satisfactory service. The spirit of competition should be encouraged between different stations, and even, where possible, between organized teams from the same station.

(21) Enlisted men on recruiting duty, upon expiration of enlistment, will be discharged at the recruiting station where they are serving. When the staff returns of a man on recruiting duty have been forwarded for the preparation of his discharge certificate, the man will not be transferred from the station designated for discharge, except in case of emergency. An immediate report will be made of such emergency by telegraph to the Major General Commandant, or the Commanding General, Department of the Pacific, as may be appropriate.

(22) When reenlisted men are retained on recruiting duty, or when new recruiters are assigned to such duty, recruiting officers concerned will see that they familiarize themselves with the requirements of these instructions.

(23) Members of recruiting parties are expected to meet promptly their obligations for board, lodging, laundry, etc.

(24) When enlisted men of the recruiting service are sick in hospital for 15 days or more they will not count against the quota of the district or the division to which attached, and other men may be retained on recruiting duty or transferred thereto to fill the temporary vacancies thus created. Upon the discharge of such men from hospital they will at once count against the quotas. (C. M. C. M. 2.)

HEALTH RECORDS

2–38

Health records of officers and enlisted men on recruiting duty should remain in the custody of the medical officer to whom they would normally apply for treatment in case of illness; or, if no medical officer is assigned, in the custody of the recruiting officer.

CORRESPONDENCE

2–39

Officers in charge of recruiting districts will, when corresponding with Marine Corps Headquarters, forward their communications through the officer in charge of the recruiting division, except that when time is an object they are authorized to correspond direct on such matters as requests for waivers, military history, etc. In such cases, when necessary to complete his files, they will forward copies of such correspondence to the officer in charge of the recruiting division.

CIVILIAN MEDICAL EXAMINERS

2–40

(1) When the services of a naval surgeon are not available, one or more civilian physicians should be employed to examine physically applicants for enlistment. Such examinations will be paid for at the rate of not exceeding $2 for a single examination and $1 for each additional one that may be made on the same day. A physician employed at different recruiting stations will be allowed these rates in full for the examinations at each station. (C. M. C. M. 1.)

(2) When civilian medical examiners are appointed for duty at Marine Corps recruiting stations, the division officer concerned will forward a copy of the appointment as medical examiner to Headquarters, Marine Corps.

(3) When a station is closed, or a medical examiner's appointment revoked for any reason, a letter of revocation of appointment will be sent to the medical examiner concerned and a copy to Headquarters, Marine Corps.

(4) When a medical examiner is appointed or his appointment revoked, it will be noted on the bulletin submitted to the divisional recruiting officer and reported by the latter to Headquarters, in the monthly report of personnel.

(5) Care will be exercised in the selection of civilian physicians for appointment as medical examiners. The physician selected must be in good standing with the medical fraternity of his locality, of good habits, should not have too large a practice (this usually means a comparatively young man), and should have an office in the immediate vicinity of the recruiting office. He should be required to thoroughly familiarize himself with the requirements for a good recruit as given in the authorized manuals, and it should be seen to by the recruiting officer that he is thorough in his examinations.

(6) To avoid the annoyance and unnecessary expense caused by unsatisfactory examinations, recruiting officers will give aid and advice to civilian medical examiners and, where the examiner is inexperienced, will exercise particular care in the supervision of the examination of applicants.

(7) The recruiter who obtains an applicant will assist the medical examiner in making his examination of such applicant. (C. M. C. M. 2.)

TELEPHONE SERVICE

2-41

(1) Open purchase requisition (in duplicate) for telephone service should be forwarded to the Quartermaster, accompanied by statement as to the necessity therefor.

(2) No telephone will be allowed for subdistrict headquarters stations and only one phone, without any extension, for the district headquarters station. When extensions are desired at district headquarters stations they will be installed at the expense of the officer in charge and not at the expense of the Government.

(3) Every economy will be practiced in the use of telephones where the monthly number of calls is limited. All personal messages sent over the official recruiting office phone will be paid for by the officer or enlisted man concerned at the regular rate.

UNIFORMS

2-42

(1) The uniforms for officers and enlisted men of the recruiting service will be governed by general instructions issued from Headquarters, Marine Corps. (C. M. C. M. 1.)

(2) Officers in charge of recruiting divisions are authorized to prescribe the uniform, but the uniform must be the same for all of the personnel in the same town or city. (C. M. C. M. 1.) The most attractive uniform is white cap, blue coat and trousers, white belt and gloves, and russet shoes, with the corresponding uniform for officers. It will be worn whenever weather permits. (C. M. C. M. 2.)

(3) The prescribed uniform will be worn habitually during office hours by officers and men on recruiting duty. Wearing civilian clothing outside of office hours is not encouraged. (C. M. C. M. 1.)

LEAVE OF ABSENCE

2-43

Officers in charge of recruiting divisions are authorized to grant, not oftener than once in six months, to officers serving under them leave of absence not exceeding ten days, plus travel time. Requests for longer periods or extensions should be addressed, via the officer in charge of the division, to the Major General Commandant, or in the case of naval medical officers, to the Secretary of the Navy (Bureau of Navigation). (C. M. C. M. 2.)

ADVERTISING

2-44

(1) Paid advertising in newspapers can be authorized only by the Major General Commandant.

(2) Free advertising in the newspapers is within the reach of all recruiting officers at practically no cost. Therefore, if a resourceful recruiting officer from time to time furnishes articles illustrating service life and experiences and also photographs, when practicable, he will find that prominent papers will often be glad to have the necessary mats made and will publish the article free of charge. This is particularly true of the Sunday editions of the newspapers of large cities. Papers published in the rural districts prefer personals.

(3) The Treasury Department has authorized the display of Marine Corps recruiting publicity cabinets, with glass fronts or doors, in Federal buildings. These cabinets must be attached to plaster or woodwork in the lobbies without marring same and located in a position satisfactory to the custodian. The cabinets will be finished to harmonize with the woodwork of the lobby. Only one cabinet is to be placed in a building, and it will be installed at the expense of the Marine Corps. Requisition for these cabinets will be made on the Quartermaster.

(4) Rescinded. (C. M. C. M. 2.)

(5) Other forms of advertising, such as the display of posters, distribution of handbills, mailing booklets to applicants, etc., will be supervised by recruiting officers. Permission of the postmasters can usually be obtained to hang pads of handbills from the mail boxes. Officers on recruiting duty will keep the recruiting bureau fully advised as to all forms of publicity desired or obtained in their districts.

(6) Officers and men of the recruiting service will, before exhibiting Marine Corps recruiting posters in post office buildings, confer with the postmasters thereof in regard to exhibiting same and will display posters in such manner as they may agree upon.

(7) The United States Postal Guide for 1924 contains the following section on page 82:

> SEC. 8. *Recruits for Army, Navy, and Marine Corps.*—Postmasters are directed to aid recruiting officers of the United States Army and Navy so far as possible by displaying recruiting posters in conspicuous places in the post office lobbies and by distributing to young men who may be interested in the subject any printed matter relative to enlistment in the Army, Navy, or Marine Corps that is sent to them for that purpose from the War and Navy Departments.

(8) Maps, charts, calendars, or pictures, for advertising purposes, will not be tacked or pasted on the walls or furniture of public buildings.

(9) If no suitable space on the walls of public buildings is available to display the recruiting publicity cabinet, the displaying of signboards in the lobbies, or at the entrance if necessary, is authorized, if same will not interfere with the transaction of public business, and subject to the prior approval of the custodian concerned.

(10) No calendars bearing advertising matter will be displayed in any office under the Navy Department occupying space in Federal buildings under the control of the Treasury Department.

(11) Recruiting officers will keep in touch with the postmasters in rural districts and supply them with recruiting literature, etc., as many postmasters are willing to cooperate with recruiting parties in the procurement of recruits.

(12) The large posters are primarily intended for use on signboards and for billboard advertisement where such is available. The hangers will be used for window display. Owing to the cost of the large posters, care should be exercised that they are only placed where they will bring the best results.

(13) There have been prepared and delivered to the recruiting service standard exhibits, comprising arms, accouterments, etc., of the regulation pattern used in the Marine Corps. These standards are invoiced to the officer in charge of the division to which shipped, who is authorized to move them from point to point within the limits of his division at his discretion.

(14) In order that money appropriated for advertising may be expended to the best advantage, it is essential that Headquarters be able to form an intelligent estimate of the value of each form of publicity used. For this purpose the recruiting service is supplied with cards on which to note in the case of each applicant the particular form of advertising which influenced him to apply for enlistment. As all advertising is designed merely to bring applicants within reach of recruiters, it follows that the latter should take the closest interest in endeavoring to procure from applicants accurate information on this point, thus aiding Headquarters not merely to direct but actively to assist the recruiting service in accomplishing its mission. Every voluntary inquirer is an applicant, whether he finally enlists or not.

(15) Recruiting officers will collect every newspaper clipping possible that has any reference to the corps in any manner or form and will securely paste a typewritten slip of paper to each clipping stating the name of the newspaper or magazine from which the clipping was made and the date of the publication. In lieu of pasting them to sheets of paper, such clippings may be neatly put up and mailed to the officer in charge of the recruiting bureau. After they have been pasted in a special binder by the bureau they will be forwarded to the officer in charge of recruiting, Headquarters.

(16) Reports of the conferences held in the office of the Major General Commandant are furnished to officers of the corps as a matter of official information only, and recruiting officers will not publish them to service or other organizations, to former officers of the corps, or to other persons. If publicity is to be given to persons or to newspapers concerning any question that may have been brought up at these conferences, such publicity will be furnished by the Major General Commandant, or by the recruiting bureau by his direction.

STANDARDS FOR ENLISTMENT

2–45

(1) No person shall be enlisted or reenlisted in the Marine Corps except as a private.

(2) All first enlistments and reenlistments shall be for a period of four years.

(3) The maximum age for applicants for first enlistment is 35 years, but only very exceptional men should be accepted who are more than 30 years of age.

(4) Former enlisted men of the Marine Corps ~~who have been out of the service less than a year~~ may be accepted for enlistment and oath of enlistment administered to them by officers in charge of recruiting districts, provided they are duly qualified in all ~~other~~ respects, and each man so accepted and enlisted may be transferred under conditions specified in article 2–57. (C. M. C. M. 2.)

(5) The recruiting officer will not administer the oath of enlistment to applicants who do not come specifically within the class mentioned in the preceding paragraph. Such applicants will be examined physically, mentally, and morally to determine their fitness for the service, and will be transferred, if accepted, to recruit depots for final examination and enlistment if found qualified. The above does not apply to bandsmen. In no case will an applicant who is a member of the Marine Corps Reserve be discharged from the reserve until he has taken the oath of enlistment for the regular service. (See art. 2–47.) (C. M. C. M. 2 and 4.)

(6) Men with only National Guard or Coast Guard service are accepted and transferred to recruit depots in the same manner as men without prior service.

(7) It being obviously impracticable to formulate instructions applicable to every variety and degree of deformity or mutilation, much must be left to the judgment of the medical examiner and the recruiting officer, who should base their opinion as to the fitness of the applicant on his ability efficiently to perform the general duties of a marine.

(8) Changes in the standards applicable to applicants for enlistment and reenlistment are made from time to time by changing conditions of the service. Such changes are announced to the recruiting service by the Major General Commandant.

(9) In view of the facts stated, it is essential that every recruiting station be supplied with a complete guide, revised and kept strictly up to date, covering all those points on which enlisted men should be instructed in order that they will waste no time in endeavoring to procure the enlistment of persons who upon examination or investigation will be found to be disqualified. Guides of this kind, neatly typed and indexed, should be kept on file in places readily accessible to all of the enlisted personnel, and the men should be regularly examined as to their familiarity with the contents thereof. There can be few experiences more disappointing to the recruiter and to the applicant than to discover after protracted preliminaries that the latter has been hopelessly disqualified from the first.

(10) All men who are accepted for original enlistment, or reenlistment, in the Marine Corps, will be informed by the recruiting officer, prior to their acceptance or reenlistment, that they are accepted or reenlisted for general service and with no promise of any special assignments or special duties, unless special authority is obtained from the Major General Commandant for acceptance for other than general service (see art. 2–56 (11)); also that they are required to serve where their presence is required. This does not preclude recruiting officers from requesting transfers to various posts or

(C. M. C. M. 4.)

stations desired by men who are contemplating reenlistment, but it must always be understood that their transfer to the post or station of their choice is authorized, but the duration of their tour of duty at that station is not guaranteed in any way. (See Art. 2–56 (8).)

(11) The immense and far-reaching organization, the large sum of public moneys expended, the great number of officers and men employed on recruiting, the ingenuity and effort and the expense represented by advertising and publicity campaigns are all of them useless if the system of selection applied to recruits fails to eliminate the weak, the incompetent, the diseased, the defective, and those of vicious type. It is therefore essential that no lowering of the standards be permitted.

ACCEPTANCE OF MINORS

2–46

(1) The acceptance of minors over the age of eighteen is ~~authorized~~ legal without the consent of parents or guardian (1418 and 1419, R. S., 38 Stat. 931), but see paragraphs 7 to 16 of this article.

(2) At such time as announced by the Major General Commandant, young men between the ages of seventeen and eighteen years may be accepted with consent of parents or guardian for enlistment as privates to learn the drum and trumpet. They will be required in every case to meet the physical standards required of privates of the line and will be required to sign the following declaration in duplicate (one copy to be attached to the enlistment contract and the other to the service-record book):

> I thoroughly understand that I am enlisted in the Marine Corps as a private to learn the drum and trumpet, that if I successfully complete the musical training I will be rated as either a drummer or trumpeter, but that if I am inapt for duty as a field musician, I will be required to complete the term of my enlistment in the line. I also understand that I am enlisted for "general service" with no promise of any special duties or special assignments and that I will be required to serve wherever the exigencies of the service demand.

(3) Young men accepted in accordance with the preceding paragraph for enlistment as privates to learn the drum and trumpet will be required to furnish to the recruiting officer a certificate of birth, which, together with the consent papers of parents or guardian, will be securely attached to the enlistment contract.

(4) A field music school is established at the recruit depot, Marine Corps base, San Diego, Calif., at which place men accepted in the Western Recruiting Division are trained for duty as field musicians, and a field music school is also established at the recruit depot, marine barracks, Parris Island, S. C., at which place men accepted in the Eastern, Southern, and Central Recruiting Divisions are trained for duty as field musicians.

(5) Upon arrival at recruit depots, such men will be required to take the same training as regularly enlisted privates in addition to their musical training.

(6) Applicants under 21 will be required to furnish documentary evidence of date of birth. The only documentary evidence of correct date of birth that will be considered is as follows:

(*a*) Certificate of birth.
(*b*) Certificate of baptism.
(*c*) Age as given on passports.
(*d*) Sworn affidavits of parents or guardians.

These steps are necessary in order to check the acceptance of minors to whom the Marine Corps has to furnish return transportation to their home in case of rejection.

(7) The following provision of law appears in the act approved March 4, 1925:

> *Provided further*, That hereafter, upon presentation of satisfactory evidence as to his age and upon application for discharge by his parents or guardian presented to the Secretary of the Navy within 60 days after the date of his enlistment, any man enlisted after July 1, 1924, in the Naval Service, including the Marine Corps, under the age of 21 years who was enlisted without the written consent of his parents or guardian, if any, shall be discharged for his own convenience. (See art. 3–13.)

(8) In view of the foregoing provisions of law, recruiting officers will exercise every precaution to prevent the acceptance of minors without the written consent of parents or guardians, unless it is clearly shown that there are no parents or guardians or that it is impossible to communicate with them.

(9) Applicants for enlistment under 21 years of age who furnish proof that they have no parents or legal guardians living, may be accepted if qualified in all other respects. Evidence of date of birth is required in such cases.

(10) The consent of one parent is sufficient in the cases of applicants for enlistment who are under 21 years of age. However, the consent of father, when living, is necessary, except where the mother or other person is the legal guardian of the minor. It is highly desirable to secure consent of both parents if possible.

(11) Written consent of parents to enlistment will suffice. Where applicants give their parents' residence at such a distant point that written consent can not readily be obtained, consent by telegram may be accepted if all stated facts appear bona fide.

(12) An affidavit before a notary public, duly sealed, setting forth consent of parents, may be accepted, provided no fraud is suspected.

(13) A letter from a recruiting officer addressed to parents of minors requesting consent and duly answered in the affirmative, will be sufficient, provided no fraud is suspected. However, this should be done only in cases where parents reside at such a distant point that a personal interview can not be arranged.

(14) Where parents, or guardians, are asked to give consent, and they refuse, the applicant will be rejected.

(15) In the event that the parents, or guardians, do not object to enlistment, but refuse to sign consent papers, the acceptance of applicant is authorized.

(16) Where the parents or guardian of an applicant refuse to sign a statement relative to age, although admitting that their son or ward is of legal age to enlist without their signed statement as to age, the following signed certificate by a commissioned officer may be accepted as evidence of date of birth, and will be attached to the enlistment contract:

I certify that I have this date personally interviewed (name) who stated to me that his son (name in full) was born (date of birth), but he would not sign any statement regarding his son's age for the purpose of enlisting in the Marine Corps.

BANDSMEN

2–47

(1) Recruiting officers are authorized to accept men for original enlistment who are bandsmen, except for the Marine Band at Washington, and to reenlist bandsmen from the Army, Navy, and Marine Corps. (C. M. C. M. 1.)

(2) Recruiting officers will personally see that all men are examined as to their musical abilities, and officers concerned will satisfy themselves that the men reenlisted or accepted for enlistment for such duty are qualified musicians.

(3) No promises will be made to any man that he will be assigned to any particular band.

(4) All men accepted for original enlistment as bandsmen in the Eastern, Central, and Southern Divisions will be transferred to the marine barracks, Parris Island, S. C. Men of this class who are accepted in the Western Division will be transferred to the marine barracks, San Diego, Calif.

(5) Ex-service bandsmen who have, in the opinion of the recruiting officer, had sufficient military training will be transferred from the Eastern, Central, and Southern Divisions to the marine barracks, Quantico, Va. Ex-service bandsmen accepted in the Western Division will be transferred to the marine barracks, San Diego, Calif.

(6) Notation will be made on the enlistment contracts and in the service-record books of the men that they are "Enlisted for band duty only." (C. M. C. M. 1.)

(7) In connection with the acceptance of applicants for duty as bandsmen, recruiting officers concerned will make the following report to the officer in charge of recruiting, Marine Corps, regarding the examination as to the musical ability of men enlisted or reenlisted in the corps for duty as bandsmen.

- (*a*) Name, in full, of men enlisted or reenlisted.
- (*b*) Whether reenlisted or accepted for enlistment.
- (*c*) Prior service, if any, stating organization.
- (*d*) Instrument or instruments played, with statement of probable proficiency.
- (*e*) Date of reenlistment.
- (*f*) Date and post or station to which transferred.

A copy of this report will be furnished the commanding officer of the post or station to which the man is transferred.

CANDIDATES FOR ADMISSION TO THE NAVAL ACADEMY

2-48

Applicants for enlistment for the purpose of entering the Naval Academy are not sought. Men who enlist with this purpose in view will be informed that in case of failure to secure appointment they will be required to complete their enlistments in the Marine Corps. For information in regard to the admission of enlisted men to the Naval Academy see article 6-21.

CITIZENSHIP

2-49

(1) Only native-born or fully naturalized citizens of the United States will be accepted for *first* enlistment in the Marine Corps.

(2) Former service men who are aliens and who have declared their intentions to become citizens of the United States, and whose status has remained unchanged, may be accepted for reenlistment if qualified in all other respects. No special authorization from the Major General Commandant is necessary.

(3) A child born of parents who are United States citizens is a United States citizen. A child born in the United States of alien parents is a United States citizen. A child born of alien parents in a foreign country, if his father (or mother, in the case the father is deceased) becomes fully naturalized before the child is 21 years of age, is a United States citizen.

FURLOUGHS

2-50

(1) Officers in charge of recruiting divisions and recruiting districts are authorized to grant furloughs at the rate of 30 days per annum, including travel time to enlisted men serving under their command. Requests for a longer period will be referred to the Major General Commandant, except cases of men whose reenlistment for recruiting duty has been authorized by proper authority, in which case paragraph (2) of this article will apply. (C. M. C. M. 1 and 2.)

(2) Commanding officers and recruiting officers are authorized to grant three months furlough to men upon reenlistment from the Marine Corps ~~and one month to men upon reenlistment from the Army or Navy,~~ less the time elapsed between the date of last discharge and the date of reenlistment.

(3) The authority to grant such furloughs extends to commanding officers of posts on one coast, to which men have been transferred immediately after reenlistment on the opposite coast.

(4) If a man so desires, his furlough may be made effective after receiving his enlistment allowance money at the post to which transferred.

MARRIED MEN

2–51

(1) Married men will not be accepted for original enlistment or for reenlistment from the Army or Navy.

(2) Married men will not be accepted for reenlistment from the Marine Corps or for extension of enlistment without specific authority from Headquarters. Such authority will not ordinarily be granted for men of the fourth, fifth, sixth, and seventh pay grades, except in meritorious cases for those on duty in staff offices or in the recruiting service and for sergeants married before October 1, 1925. (C. M. C. M. 2.)

(3) In addition to the foregoing, the usual consent certificate of wife must be obtained before a married man is reenlisted or extends his enlistment. Such certificate must be sworn to before a commissioned officer, notary public, or other person authorized to administer oaths. (C. M. C. M. 2.)

(4) The consent of wife or waiver of marriage is not required for enlistment in or assignment to the Marine Corps Reserve.

(5) Recruiting officers will inform all men upon enlisting:

- (*a*) That there are no accommodations at Marine Corps posts for families or dependents of enlisted men, except a few for noncommissioned officers of the first three pay grades.
- (*b*) That an enlisted man whose permanent rank is not higher than sergeant can not properly expect to support any dependents on his pay and allowances.
- (*c*) That requests for discharges based on dependency of wife or child will not be considered in cases where marriages have not received the prior approval of the Major General Commandant.

EXAMINATION OF APPLICANTS

2–52

(1) Upon the noncommissioned officers of the recruiting service devolves for the main part the important duty of eliminating all ineligibles. It is therefore of the greatest importance that they shall be thoroughly familiar with all instructions pertaining to the subject, as laid down in the circular relating to the physical examination of recruits, and in all circular letters and orders issued by the Major General Commandant from time to time. This does not mean that they will be required to have an understanding of all the technical terms employed or of the official nomenclature authorized by the Medical Corps of the Navy; but it does mean that every noncommissioned officer should apply himself persistently until he is fully able to detect the more obvious disqualifying defects, such as underheight, underweight, color blindness, short-sightedness, flat feet, mutilations, deafness, etc. He should also be able to prevent the waste of time and the expense of subsisting applicants who are disqualified by the nature of previous service or by their present engagements in the National Guard, State Naval Militia, on account of de-

pendent relatives, by marriage, etc. He is far more advantageously situated in this respect than is the recruiting officer.

(2) The noncommissioned officer who receives an applicant for enlistment shall make a careful inspection of him as to his general appearance; shall see that he is entirely sober, and if he is under the influence of liquor shall reject him; and if there is any doubt as to his being of the proper height, shall measure him before going further.

(3) If the applicant is the sole or partial support of dependents or minor children he will be rejected.

(4) If applying for reenlistment (latest service in the Marine Corps) and last discharged with a character other than GOOD, VERY GOOD, or EXCELLENT the applicant should be instructed to call in a few days; in the meantime the case should be referred to the district officer, who will decide whether a request will be made to the Major General Commandant for special authority to accept the applicant for reenlistment.

(5) The nature of the service he is desirous of entering should be explained to the applicant. The following are some of the other things which should be explained to an applicant: The number of years he will be required to serve; the amount of pay, and the deduction of 20 cents per month for hospital fund; the allowance for clothing and rations; allowances such as bed and bedding in barracks, medicine, medical, dental, and hospital attendance; the benefits of the Naval Home, retirement, and pensions; money paid to discharged men to return to place of acceptance for enlistment; the proportion of time served at sea and on foreign station; and the privilege of applying for United States Government life insurance within 120 days from entry into active service.

(6) Have the applicant write his name in full; also short sentences.

(7) Have him read aloud the declaration on the enlistment contract he will be required to sign.

(8) Test his vision, hearing, and color sense; measure and weigh him; examine his teeth, hands, and feet. If he is under 65 inches or over 74 inches in height, or wears a shoe smaller than 5-D or larger than 12-F, or wears a hat smaller than 6½ or larger than 7¾, he will be rejected. (C. M. C. M. 3.)

(9) Having in view these instructions and the regulations for the examination of recruits, if the applicant is beyond doubt disqualified, he will be *rejected*. If there is any doubt whatever the noncommissioned officer will have him examined by the examining surgeon.

(10) Each applicant for enlistment in the Marine Corps will be questioned as to whether or not he is a member of the Organized Militia, including the National Guard, of a State or Territory. Should it develop that he has been a member of any such organization or of the reserve of the Army or Navy, he will be required to produce proof of his discharge from all obligations of service therein, either by formal discharge or by letter or telegram from the adjutant general or other competent authority. A certified copy of such quittance must be attached to the enlistment contract for the in-

formation of the executive officer of the recruit depot and of the Adjutant and Inspector.

(11) When unacknowledged prior service is suspected in the case of a desirable applicant, but not strongly indicated, he will be accepted and his identification record, stamped or marked with red ink "SPECIAL" in the center of the form, both on the face and reverse, but clear of space reserved for other entries, forwarded as soon as possible.

(12) These records will be complete in every respect and authenticated by the signature of the applicant and of the officer or noncommissioned officer in charge of the station.

(13) When an apparently desirable applicant denies prior service and requests that his case be investigated, his fingerprint records will be forwarded, marked "SPECIAL," as provided for above, for comparison and telegraphic information, but the applicant in the meantime will *not* be subsisted, or lodged at Government expense.

(14) When the officer or noncommissioned officer in charge of the station has reason to believe that the man is "wanted" by the civil or military authorities such inquiry will be made as the circumstances of the case may appear to warrant.

(15) When information has been received from the Major General Commandant in connection with a "SPECIAL" identification record, and the applicant is thereafter accepted and transferred, a copy of the communication from the Major General Commandant should be attached to the enlistment contract in order to obviate possible subsequent requests for investigation.

(16) The presence of a large number of tattoo marks on the person of an applicant should be considered as indicating possible prior service, but unless such marks are numerous or strongly significant they should not be regarded as grounds for special action. The following marks should be regarded with particular suspicion: APPRENTICE KNOT, DAGGER PIERCING FLESH, DRAGON, BUTTERFLIES TATTOOED ON SHOULDERS, DRAGONS, MILITARY AND NAVAL INSIGNIA, LETTERS "USN," "USMC," etc., the words "MANILA, P. I.," or the like, and highly sentimental mottoes, such as "DEATH BEFORE DISHONOR," "IN MEMORY OF MY MOTHER," etc.

(17) Cases have developed where men have claimed that, upon enlistment, they were led to believe that they thereby bettered their chances of obtaining commissions in the Corps, or that, having stated their previous occupation as stenographer, clerk, etc., they had been impressed with the idea that they would be soon assigned to duty allowing them extra compensation. Applicants must not be misled about such things, and the matter of extra pay must be mentioned only with extreme caution. The enlistment of men with the view of procuring a commission will be discouraged.

(18) *It is believed that, to some extent, the desertion of recruits is due to a nonrealization of hopes acquired through erroneous impressions received at the recruiting stations.* To describe the service to an applicant by dwelling upon its hardships alone would be prejudicial to the interests of the Government; yet, to present it only in its most favorable light is not fair to the

recruit and is at the same time injurious to the corps by causing expense in the procuring of men who afterwards desert because of dissatisfaction, and by rendering recruiting more difficult through the recital by these disgruntled ones of what they regard as their grievances. All members of recruiting parties will represent to applicants *the actual facts only*, describing fairly and honestly all the features of the service, its work as well as its recreation, the nature of the duty at sea, on shore, and on foreign stations, its pleasant and its rigorous features, its benefits and discipline, its pay and its punishments (particularly those awarded for absence without leave and desertion), and the several forms of discharges with their attendant benefits or the reverse, the higher civic standing which comes with an honorable discharge, and the social ostracism of those who are discharged dishonorably.

(19) In addition to such physical examination as may be given an applicant by the recruiting officer, he should be carefully instructed by that officer as to the details and duties of service life. It should be explained that whether in the barracks or on the field enlisted men are often called upon to perform every duty incident to the care and preservation of a barracks or camp; in other words, every barracks or garrison constitutes a self-contained unit largely independent of the outside world and that, therefore, the maintenance of the barracks or the camp devolves upon the men stationed thereat. Sufficient knowledge of this nature can not be imparted in less than one-half to three-quarters of an hour, and this must be done either personally by the recruiting officer or by a competent enlisted man in his presence and under his direct supervision.

(20) At outlying stations the noncommissioned officer in charge will keep an accurate account of medical examinations performed by the medical examiner and will see that his assistant is familiar with the work of conducting examinations so as to be able to assist intelligently during their performances.

(21) Instructions as to physical requirements in recruits must be followed to the letter. Recruiting officers will satisfy themselves that medical examiners do not assume any discretionary authority, beyond what is clearly defined in the Manual of the Medical Department, 1922. The tendency in this direction is often noted in connection with cases of hernia, flat feet, defects of color perception, hydrocele, goiter, etc.

(22) Whenever examinations at the recruit depot, health records, or reports of medical surveys show a disability to have existed prior to acceptance for enlistment, the medical officer who passed such a recruit will be held accountable for improper acceptance or enlistment.

(23) Recruiting officers will personally question every applicant as to whether he has ever been convicted of a crime by any civil court, or whether or not he has ever committed an act such as would render him liable to criminal prosecution in such a court. If he admits such convictions or the commission of such act, he must be rejected.

(24) Recruiting officers must assure themselves that men not born in this country have their proper citizenship papers, or if they be minors, that their

parents have taken out such papers for themselves before the applicants may be accepted.

(25) Before an applicant is accepted the recruiting officer will personally call his attention to the fact that if the declaration he makes that he has "neither wife nor child" is false he will be guilty of fraudulent enlistment and that, moreover, the fact of his being in the Marine Corps will not relieve him of his obligations to support his dependent relatives.

(26) There is no reason why an applicant should not have a complete understanding of each and every statement contained in his declaration, and recruiting officers will be held personally responsible that the applicant has such an understanding.

(27) When an applicant claims prior service in the Army, Navy, or Marine Corps, but is unable to produce his discharge certificate or other official authentication of his claim, or where there is evidence of error or fraud in the documents produced in support of the claim, the recruiting officer will telegraph direct to the Major General Commandant, requesting verification. (See art. 2–54.)

(28) Recruiting officers will be held responsible for the acceptance and forwarding of men who may afterwards be found unfit or undesirable for the service, and officers who enlist such men will be held to a like responsibility.

(29) *The recruiting officer should realize that the value of his office is not measured entirely by the number of applicants accepted, but by the number of men who complete their term of enlistment.* Men who elope en route or are rejected by the commanding officer and naval surgeons upon examination at the recruit depots, or who desert before completing their term of enlistment are all cases of total losses to the Government and are poor investments.

(30) The importance of the attitude taken toward applicants who have been rejected can hardly be overestimated. It is a short-sighted policy to consider that since these men can not be enlisted they can not be of use to the service. In nearly every case a young man has considered the matter of enlisting for a long time before applying. It is to him a momentous step, and he has probably discussed the question with a number of acquaintances. Approximately 80 per cent of all applicants are rejected. Most of these return to their homes and discuss at length with their families their experiences at the recruiting station. Their personal impression of the Marine Corps as a whole is generally based upon their treatment at the recruiting station, the only part of the service they have actually seen. This impression, favorable or otherwise, will be communicated to their acquaintances. If their treatment has been such that they have a kindly feeling for the service, other men to whom they talk will be encouraged to apply. But if they feel that they have been snubbed or rejected through indifference or that they have in any respect failed to receive a square deal, this feeling will be communicated to others.

(31) When a naval reservist on inactive duty applies at a Marine Corps recruiting station for enlistment, the recruiting officer will instruct the applicant to make out a request for discharge from the Naval Reserve, which request will be forwarded by the recruiting officer to the Bureau of Navigation

through the Major General Commandant. The Bureau of Navigation in turn directs the commandant of the naval district in which the reservist's accounts are kept to prepare and forward to the Marine Corps recruiting officer direct a complete discharge for the person concerned, with a letter of transmittal to the recruiting officer, requesting that delivery of the discharge be made only in the event that the applicant is accepted and sworn into the Marine Corps. If not enlisted in the Marine Corps, the discharge will be returned *direct to the office of origin* with a statement of the facts; if the applicant is enlisted, a report to that effect will be made by the recruiting officer. The discharge from the Naval Reserve will be delivered to the applicant only when he has been accepted and sworn into the Marine Corps.

(32) Complete instructions concerning enlistments and reenlistments in the Marine Corps Reserve are embodied in chapter 13.

REQUIREMENTS FOR REENLISTMENT

2-53

(1) No man will be reenlisted from the Army unless he was last discharged with character EXCELLENT, except by the authority of the Major General Commandant.

(2) In the case of a man last discharged from the Army with character VERY GOOD who presents himself for reenlistment in the Marine Corps, the recruiting officer will carefully scrutinize the discharge certificate. If it bears no notation as to absence without leave or other serious offenses, he will closely question the candidate and, if he considers that the man is exceptionally desirable material for the Corps and can discover no reason why the man should not have received character EXCELLENT, he will report the facts to the Major General Commandant, requesting a decision in the case. The man's service, if possible, and his serial number should be stated.

(3) Recruiting officers will exercise the greatest care in this connection, in order to eliminate those men who, although their records may warrant their reenlistment, may not be desirable men for the Corps. The very best material should be obtained; the matter of a man's personality, appearance, etc., is left to the discretion of the recruiting officer.

(4) Men last discharged from the Army with character "GOOD," or below, will not be reenlisted in the Marine Corps.

(5) Men discharged from the Navy, whose average markings are "Proficiency in rating" 2.75 or over, "Obedience" 3.5 or over, and "Sobriety" 3.5 or over and who are recommended on their discharge certificate for reenlistment, may be reenlisted without specific authority from the Major General Commandant.

(6) In the cases of ex-Navy men applying for reenlistment in the Marine Corps, whose credits are below those mentioned in the preceding paragraph, specific authority must be obtained from the Major General Commandant before their reenlistment is completed.

(7) Waivers may be requested on men discharged from the Army upon "Surgeon's certificate of disability," who were awarded character "Excellent" upon discharge and on men discharged from the Navy by medical survey whose markings reach the standards laid down in paragraph 5 of this article. These requests for waivers must show the present degree of disability (if any), and if no disability exists at time of examination it must be so stated.

(8) Upon the reenlistment of a man who is receiving compensation or other benefits from the Veterans' Bureau or a pension, the recruiting officer concerned will immediately notify the Major General Commandant by letter in order that the proper authorities may be notified in the premises.

(9) Recruiting officers will bear in mind that all men discharged by reason of a board of medical survey, regardless of their physical condition upon applying for reenlistment, must have the fact of discharge by said survey waived by the Major General Commandant before reenlistment is completed.

(10) Recruiting officers will advise all men of the status laid down in the eighth paragraph, who are receiving compensation or benefits from the Veterans' Bureau, that in the event of their reenlistment they will automatically lose any and all benefits they may be receiving.

(11) Special authority must be obtained before reenlisting a man who has been out of the service more than one year (Marine Corps) and who is more than 35 years of age.

(12) When a man presents himself for reenlistment from any branch of the service and holds an honorable discharge, the officer who reenlists him will enter upon the face of the discharge certificate, over his own signature, the fact of his reenlistment, giving date and place. If practicable, the notation will be entered upon the lower left-hand corner of the certificate.

(13) An enlistment will not be antedated so as to permit an enlistment allowance to a man who applies after the specified date or period.

(14) A man may be reenlisted under a name other than that appearing on his discharge certificate, and apply to the Major General Commandant for credit for his prior service. He should submit the evidence required for change of name.

(15) When a man is reenlisted at a recruiting station, the recruiting officer will complete the enlistment contract and fingerprint record and forward them direct to the Adjutant and Inspector. The proper entries will be made in the service-record book and health record, both of which will be sent to the post to which the man is transferred or, if the man is to be retained on recruiting duty, the service-record book will be sent to the division headquarters and the health record disposed of in accordance with the directions set forth in article 2–38, these instructions.

(16) Recruiting officers will, before they request waiver for a prior dependency discharge, thoroughly investigate the case in point and obtain statements from the persons whose dependency caused the discharge that they are no longer dependent on the applicant for enlistment for support and that they are not again likely to become so. The recruiting officer will state on such requests for waiver that he has investigated the case and that the dependency

no longer exists, nor is likely to exist. Ordinarily the Major General Commandant is not in favor of granting waivers of dependency discharges, especially where men were discharged from the other branches of the service and particularly where the discharge has been of recent date. Requests of this nature will not be submitted by telegraph or radio, and the applicant will not be lodged or subsisted at Government expense.

WAIVERS OF PHYSICAL DEFECTS

2-54

(1) In any case where an applicant has some physical defects which require a waiver by the Major General Commandant, request therefor will be made before the applicant is accepted, the date of his acceptance as an applicant being the date upon which he is informed that the Major General Commandant has waived the disability. In the case of a reenlisted man the amount of prior service and the rank held at time of discharge should be stated.

(2) Requests for waivers must be as specific as possible as to the exact nature and degree of the disability noted. The terminology employed must be in strict accordance with that used in the various circulars and orders issued by the Bureau of Medicine and Surgery.

(3) When a defect is curable by a minor operation, the medical examiner should so state, and also whether the applicant agrees to operation if necessary.

(4) Recruiting officers will exercise the utmost care to the end that men who have flat feet or depressed arches are not accepted for enlistment and waivers will only be requested when the medical examiner is satisfied that the man is capable of properly performing his duties as a marine and completing his term of enlistment without the possibility of foot troubles. In the case of reenlisted men who are found to have flat feet or depressed arches, request for waivers will be submitted to the Major General Commandant in each individual case.

(5) In submitting requests by despatch for waivers of physical defects, the date and place of birth, chest measurement at expiration, height and weight of applicant, will also be given.

(6) When telegraphic requests are submitted to the Major General Commandant for waivers of physical defects, or in fact any case which requires action of the Surgeon General of the Navy, recruiting officers will forward to the Major General Commandant Form NMC-588, giving full data in the case. This form will not be in duplicate and need not be signed by the medical examiner or the recruiting officer, but their names will be typed therein. In the space now taken on the form concerned by the second and third indorsements, an entry will be made stating that "Waiver requested by telegram #——; (dis)approved by the MGC, telegram #——."

(7) Waiver will not be granted for disqualifications which exist to such a degree that an operation for the removal or correction of the disqualification

will be necessary prior to enlistment at the recruit depot, or soon thereafter. Such cases should be rejected, as it has been decided that disabilities resulting from such operations are pensionable even though the condition rendering the operation necessary existed prior to enlistment.

(8) When the defect, such as varicocele or hemorrhoids, is not large and will not interfere with the performance of duty, a waiver may be requested, provided the applicant gives written consent to undergo an operation for the correction or removal of the defect, should he at any time during his service be required to do so, as the condition may become aggravated by service. *This agreement to undergo treatment must be duly witnessed and permanently attached to the enlistment contract. As it is equivalent to a qualification of the contract of enlistment, it is essential that it be noted in full, over the* SIGNATURE *of the proper officer, in every place provided for such notation.* It must be on no account omitted from the proper place in the service-record book and on the enlistment contract.

(9) In view of the act of March 3, 1885, which provides "That all applicants for pension shall be presumed to have had no disability at the time of enlistment, but such presumption may be rebutted," a note will be made of waivers requested.

TELEGRAMS

2–55

(1) Before preparing a telegram the sender should have before him *in writing* the facts concerning the case which he is about to present, including—

- (*a*) Correct spelling of man's name, the applicant's own spelling of his name being verified from written documents when at hand.
- (*b*) Statement of prior service, verified from the man's discharge certificate when possible.
- (*c*) A written report of the medical officer describing present disability in correct terminology and precise terms indicative of its degree in the case of a man discharged from the Army on surgeon's certificate of disability or from the Navy or Marine Corps upon report of a board of medical survey.

(2) In preparing the telegram the sender should—

- (*a*) Write the message as briefly but clearly as possible.
- (*b*) Include every fact essential to identify the subject or form a clear impression of the salient feature of the case.
- (*c*) Avoid the use of abbreviations. This is especially important in the case of names, which should always be spelled out in full.
- (*d*) Spell out in full any punctuation necessarily used.
- (*e*) If the case requires instant action, giving it precedence over all others, state the circumstances briefly, but avoid the use of expressions such as "please expedite."

(3) When a request for verification of prior service forms part of a telegram, the points of identification, in the order of their value, are—

In the case of former marines—

(*a*) Full name, including all given names and the surname spelled out in full.

(*b*) Date and place of enlistment.

(*c*) Reason for last discharge (expiration of enlistment, convenience of the Government, by sentence of a summary court-martial, etc.).

(*d*) Date and place of last discharge.

In case of former enlisted men of the Navy—

(*e*) Full name, including all given names and the surname, spelled out in full.

(*f*) Shore station or vessel on which he served on some specified date, preferably date of discharge. If the applicant is not sure of the date of discharge or enlistment, give the ship or station where he passed his last birthday or the last Fourth of July, or Christmas Day in the the service. If his name is a very common one, give in chronological order several of the ships or stations on which he served, with at least one specific date on some ship or station.

In the case of ex-Army men—

(*g*) Full name, including all given names and the surname, spelled out in full.

(*h*) Serial number spelled out in full.

(*i*) Unit or organization (giving exact official designation) from which discharged, and date of discharge.

(4) The signature to all telegrams from persons in the recruiting service shall be the surname only of the sender, without the words "by direction" or any other words or phrases.

(5) In view of the large number of telegrams required by the nature of the recruiting service it is essential that every recruiting officer study carefully the foregoing.

(6) In addition to telegrams now authorized dispatched at Government expense, recruiting officers are authorized to send telegrams to parents and officials requesting verification of age of applicants for enlistment; telegrams sent collect to recruiting officer by parents and officials, which contain information regarding correct age of applicants for enlistment, may be charged to the Marine Corps.

(7) The use of reference numbers at the beginning and ending of telegrams transmitted over commercial land lines is not required. Where dispatches are transmitted by land lines in combination with the Navy and Army radio service, the designating numbers at the beginning and ending of messages will be used.

(8) Recruiting officers in dispatching telegrams on official subjects will endeavor to patronize equally the Western Union and the Postal Telegraph companies.

(9) Follow-up telegrams requesting action on prior messages should be used only when circumstances indicate miscarriage of the original message. In this event the original message should be repeated in full.

PREPARATION OF ENLISTMENT RECORDS

2–56

(1) When the applicant is accepted he will be required to write his name in full in the proper place on the declaration. Should the applicant's writing of his own signature not be clearly legible in every part he will be required to dictate the spelling of it, letter by letter, while one of the recruiting party at the station prints it in the same manner beneath the signature on the enlistment contract. The applicant will also insert in his own handwriting on the enlistment contract the number of years for which he is enlisting. Letters which are of similar appearance when written carelessly, such as "n" and "u," "m" and "w," should be carefully distinguished. Variations in the spelling of proper names must be carefully noted, such as "Frederic," "Fredric," "Carl," "Karl," etc. Cases are on record of men who claimed names consisting of a single letter. Such names are a constant source of trouble. In every such instance entry must be made upon the enlistment contract and in the service-record book, and upon all papers attached to either of them which bears the applicant's signature, to the effect that the name in question consists of one letter only.

(2) In all cases the street address of the next of kin must be shown on the enlistment contract.

(3) *The date and place of enlistment* of a marine are the date and place of oath, but when discharged he will receive travel allowance to the first place of his acceptance for enlistment.

(4) The place of acceptance of an applicant for enlistment is the place at which he applied for enlistment, was examined by the doctor, and was accepted by the recruiting officer or the noncommissioned officer in charge.

(5) When an applicant is examined and passed by the doctor and accepted at a station where there is no recruiting officer the words "Examined and accepted at ____________, 192__" will be inserted in the margin of the enlistment contract, NMC–321, and signed by the noncommissioned officer in charge.

(6) The certificate of the medical officer on the enlistment contract must bear the date of the examination.

(7) Every agreement or condition which in any way qualifies the contract of enlistment shall be clearly set forth in writing, with the authority therefor, over the full signature of the recruiting officer authorized to enter into the agreement or impose the conditions, etc. Each applicant accepted will sign, in a book kept for that purpose at the district headquarters stations, a state-

ment to the effect that no special promise or agreement has been entered into or, if any such has been made, will sign a statement recording the exact terms of the agreement, promise, etc. The average applicant for first enlistment has obscure ideas as to the degree of executive authority possessed by persons in the service. Such applicants, in the course of the many conversations that may be held with the various members of the recruiting service, may receive erroneous impressions as to what constitutes an authoritative promise or agreement, and thus, without intentional deception on the part of any recruiter or of the applicant himself, there may be laid the ground for discontent on the part of the applicant and of embarrassment for Headquarters. No condition or qualification of the contract of enlistment can be valid unless entered in writing upon such enlistment contract over the signature of the recruiting officer or other authorized officer, and only then when such condition or qualification has been authorized either by express or general order issued by competent authority at Headquarters and entered upon the enlistment contract prior to its signature by the applicant.

(8) The following are special notations which should be entered upon the enlistment contract in appropriate cases:

(*a*) ~~First~~ assignment for aviation duty.
*(*b*) ~~First assignment for duty as bandsman.~~ Enlisted for band duty only.
(*c*) ~~First~~ assignment as private to learn the drum and trumpet.

(9) In the case of each applicant reenlisted whose transfer has been authorized for duty in the West Indies, or the Asiatic station, a note must be made upon the enlistment contract or, if no suitable space exists in that place, upon a slip of strong paper permanently attached to the enlistment contract (not merely pinned or clipped thereto), as follows:

Transferred ____________ (date) ____________ to M. B., N. O. B., Hampton Roads, Va., for further transfer to (ultimate destination).

The station in the West Indies will be specifically stated and *not* simply to the West Indies.

(10) Upon reenlistment of ex-marines in cases where furlough is granted by the recruiting officer the following notation will be entered, either typed or written, on the enlistment contracts in the space at the left-hand side of the front:

Granted furlough for (number of months or days) until (date of expiration of furlough granted)

or whatever is appropriate.

(11) It must be distinctly understood by every applicant and every member of the recruiting service that every applicant is accepted for *general service*, unless special authority for a modification of this subject matter has been obtained from the Major General Commandant for acceptance for other than general service, in which cases the special authorization must be entered on the enlistment contracts as hereinbefore set forth. For instance, the enlistments indicated by asterisk in paragraph 8, this article, are *not* for general service but solely for the special form of service indicated. Enlistments not

of the kind indicated by asterisk but included in the above list are for preferred service. In such cases the promise is clearly implied that *so long as he is able to perform the duty for which enlisted and for so long as his retention on such duty is considered advisable by the officer under whom such duty is performed,* he will be retained on said duty, but that otherwise, or when the exigencies of the service so require, *he will be available for and will be required to perform any other duty proper to a marine enlisted for general service only.* Men enlisted for the service herein referred to as "preferred" service will be required to undergo preliminary recruit training or otherwise as the Major General Commandant may from time to time direct.

(12) When a man with prior service in the Army, Navy, or Marine Corps is accepted for enlistment, the recruiting officer will enter upon his enlistment contract and the officer who administers the oath of enlistment will enter upon the service-record book, each in the place provided, a notation as to such prior service, showing date of enlistment or enlistments and discharge or discharges, branch in which service was performed (Army, Navy, or Marine Corps, etc.), rank or rating held at the time of each discharge, total of time lost ~~by unauthorized absence~~ in each enlistment and of all time retained beyond expiration of each enlistment, if any, with reason therefor. If no time has been lost, a statement to that effect must be entered on the enlistment contract and in each place (there are more than one) provided in the service-record book. There will also be shown the time from and to which a man has been in an inactive status in the Reserve.

(13) A copy of the request for verification of previous service (where such has been made) and of the reply thereto, if any, shall be attached to the enlistment contract of the man concerned.

(14) In cases where waiver for physical disability is involved the recommendation of the medical examiner will appear at the bottom of his certificate on the enlistment contract and over his signature.

(15) Immediately after the acceptance by the recruiting officer of an applicant for original enlistment or for reenlistment from the Navy, the recruiting officer will forward the man's enlistment contract to the commanding officer of the designated recruit depot, the applicant to follow as soon thereafter as possible. But where the man thus enlisted has had three months or more of the regular Navy course of training the recruiting officer will complete the enlistment (as directed in par. 4, art. 2-45), and forward the enlistment contract direct to the Adjutant and Inspector. He will see that the applications of the recruits and the certificates of the medical examiner on the enlistment contracts are properly filled out and signed. He will carefully consider each enlistment contract completed or partially completed by him and see to it that the enlistment contract bears or has attached permanently to it papers which bear proper authorization for every modification of the contract of enlistment or which furnish authentication of every matter in which the case under consideration differs from the normal.

(16) In preparing enlistment contracts for mailing care should be exercised to see that all necessary papers are appended, including the certificate of

personal examination by the recruiting officer, the written consent of parents or guardians where necessary, birth certificates where necessary, the statement of a wife of a married man as to nondependency beyond the man's pay as a private, recruit's agreement to proceed, copies of waivers, if any, etc.

(17) Every entry made upon an enlistment contract must be carefully and permanently recorded at the recruiting office. Special care should be taken in the preparation of all such records.

TRANSFERS

2–57

(1) The officer in charge of a division is authorized to transfer enlisted men from one station to another within the limits of the division under his control and order them to perform such travel as may be necessary in the performance of their duties in connection with the recruiting service.

(2) An officer in charge of a recruiting division may transfer to the nearest marine barracks, without special authority from the Major General Commandant, any enlisted man who, in his opinion is unsatisfactory or unsuitable, for any reason, for the recruiting service.

(3) When a man is transferred to barracks from the recruiting service the recruiting officer will in every case enter upon the service-record book of the man concerned the reason therefor and whether or not his redetail to recruiting duty is recommended.

(4) Whenever an enlisted man is transferred from the recruiting service a written statement will be obtained from him as to his indebtedness, if any, and the manner in which he proposes to liquidate it. Should the man claim to be free from debt, a statement to that effect will be obtained from him prior to transfer. Statements of indebtedness will not be forwarded to Headquarters, Marine Corps, unless the division officer deems disciplinary or other action necessary.

(5) Should it be found necessary to send any man on recruiting duty, or any man on furlough reporting at a recruiting station for medical attendance, to a hospital, he will not be sent to a civil hospital unless a Government hospital (Naval, Army, Public Health Service, or Veterans' Bureau hospital) is not available. When sent to a civil hospital, the fact will be reported to the Major General Commandant *immediately*.

(6) An enlisted man on recruiting duty who contracts a venereal disease shall at once be transferred from such duty and to either a post of the Marine Corps or to a naval hospital, as determined by the medical officer within whose immediate jurisdiction the case lies.

(7) Accepted applicants must be transferred to the designated recruit depots as quickly as possible and invariably within 5 ~~six~~ days from the date of acceptance.

(8) Accepted applicants will be transferred by the Eastern, Central, and Southern Recruiting Divisions, to the recruit depot, Parris Island, S. C. The

(8) Accepted applicants will be transferred by the Eastern, Central, and Southern Recruiting Divisions, to the recruit depot, Parris Island, S. C., unless otherwise ordered. The Western Recruiting Division will transfer accepted applicants to the recruit depot, San Diego, Calif., unless otherwise ordered. (C. M. C. M. 2.)

(9) Men accepted for enlistment as privates to learn the drum and trumpet in the Eastern, Central, and Southern Recruiting Divisions, will be transferred to the recruit depot, Parris Island, S. C., and those accepted in the Western Recruiting Division to the recruit depot, San Diego, Calif., unless otherwise ordered. (C. M. C. M. 2.)

(10) Under no circumstances will a recruiting officer transfer an applicant who is suspected of having prior service when a "SPECIAL" identification record is sent to the Adjutant and Inspector for comparison, until a telegraphic report has been received.

(11) When an applicant is accepted at an outlying station he will be transferred to the district headquarters station, where he will be reexamined and, if deemed advisable, accepted and forwarded in the same manner as applicants originally accepted at the district headquarters stations. In cases where there is no naval medical officer on duty at the district headquarters, the expense incident to reexamination by a civilian medical examiner is authorized.

(12) Rescinded. (C. M. C. M. 1.)

(13) Rescinded. (C. M. C. M. 1.)

(14) All men, other than those mentioned in paragraphs 8, 9, 15, and 16, this article, eligible for reenlistment in the Marine Corps, may be transferred to the post of their choice if vacancies exist and provided the cost of such transfer does not exceed by $15 the cost of transportation to the nearest post.

(15) The following class of men will be transferred to the proper recruit depots, upon acceptance for reenlistment in the Marine Corps, for the purpose of undergoing the prescribed course of training: ch 3

(*a*) ~~All ex-marines who have remained out of the service for one year or over.~~

(*b*) All ex-Army and ex-Navy men, regardless of the period they have remained out of the service. (C. M. C. M. 2.)

(16) Men who have had training only with military units at distinguished colleges or honor schools will be transferred to the prescribed recruit depots.

(17) Upon the reenlistment of ex-marines who have had tropical service within the year preceding their reenlistment, they will be informed by the recruiting officer concerned that they will have to be in the United States for at least 12 months before they can be transferred to a tropical station; that they will be transferred to some post within the United States for duty and upon the expiration of the 12 months from the date of their return from the Tropics, they can make official request to the Major General Commandant for transfer to tropical service, which will receive consideration. Requests for waivers on the subject matter, requesting authority to transfer reenlisted marines to foreign stations who have been returned from that duty within a year, are *never* granted.

(18) In all cases where reenlisted marines are transferred to the marine barracks, naval operating base, Hampton Roads, Va., for further transfer to points in the West Indies, their service-record books and health records will be mailed to the commanding officer, marine barracks, naval operating base, Hampton Roads, Va., at the same time that the men are transferred, and a notation sent to the commandant, fifth naval district, naval operating base, Hampton Roads, Va., giving the man's name, rank, date of enlistment, date of transfer, and his ultimate destination in the West Indies. It is most important, in such cases, that the health record reaches Hampton Roads Va., in ample time, as otherwise the man will, in all probability, be held up pending its receipt.

(19) In connection with the transfers outlined in the preceding paragraph, it is also most important that such men be given the smallpox vaccination at the recruiting station prior to transfer therefrom, as the men who have not been vaccinated are not allowed to board the transport.

PREPARATION OF FINGERPRINT RECORDS

2–58

(1) Fingerprint records (Form NMC 330) will be prepared and forwarded to the Adjutant and Inspector, without delay, in the cases of all men enlisting or reenlisting in the Marine Corps or Marine Corps Reserve, also when unacknowledged prior service is suspected or when verification of prior service is necessary before enlistment.

(2) Fingerprints will be made in service-record books only when enlistments have been accomplished.

(3) No enlisted men or applicants will be transferred, nor will applicants be subsisted or lodged at Government expense, in cases where SPECIAL identification has been requested.

(4) When a SPECIAL applicant has been accepted, a copy of the communication from Headquarters will be attached to the enlistment contract.

(5) *Signature and signature impression.*—The applicant will be required to sign his name in full on the line for "*Signature of applicant*" and immediately a rolled impression of his right index finger will be made in the space above the signature. Both signature and signature impression will be made in the presence of the officer or noncommissioned officer who is to sign the record, and who may be called upon, at a later date, to take oath that he did actually see the making and signing of the record to which his name is affixed.

BENEFICIARY SLIPS

2–59

(1) A beneficiary slip will not be completed before actual enlistment of the man concerned.

(2) Commanding and other officers will impress on enlisted men the necessity for designation of dependent relatives. The death gratuity can not be paid unless the names of dependent relatives have been duly recorded.

(3) A new beneficiary slip is not required upon reenlistment, unless there is a change of beneficiary.

SERVICE-RECORD BOOKS

2–60

(1) Entries will not be made in any service-record book for an accepted applicant except upon completion of the enlistment. The fingerprints required to complete the opening entries in such book should be made in the actual presence of the officer before whom the enlisted man takes the oath of enlistment.

(2) In the cases of men reenlisting in the Marine Corps from the Army and Navy, who have been in an inactive status for some time prior to their discharge, recruiting officers will show on the enlistment contract and in the service-record book, in spaces provided, the actual dates of enlistments, the actual dates of discharge with all other necessary data, and will also make a notation showing that the man was in an inactive status, giving dates.

(3) Appropriate entry will be made in the service-record book in space provided, when an ex-Marine, or ex-Navy, or ex-Army man is reenlisted in the Marine Corps and granted furlough, of the number of days granted, together with the inclusive dates.

(4) *Special qualifications.*—Upon the reenlistment of a marine who possesses any special qualification other than military, as shown by his discharge certificate, an entry of such qualification will be made on page 15 of his service-record book. (See art. 3–23 (4).)

TRANSPORTATION

2–61

(1) In cases of rejection at the headquarters of the district, the recruiting officer will furnish the applicant return transportation and subsistence to the place of original application, if the applicant desires to return thereto, provided that there has been no fraud perpetrated by the applicant, and provided further that he is not rejected by reason of his own misconduct.

(2) When an applicant is so transferred to the headquarters station for acceptance, the following procedure with regard to his transfer thereto is prescribed:

(*a*) Each noncommissioned officer in charge of an outlying station will be furnished by the district officer with one or more transportation requests, original and memorandum, or such as the officer in charge of the district may deem necessary, said requests to be drawn in favor of the noncommissioned officer in charge, countersigned and completely filled out, except that the number of persons to be transported will be left blank. No valid date will be inserted in the space provided therefor in the upper left-hand corner of transportation requests when issued and signed by the officer in charge of district headquarters for use by noncommissioned officers in charge of subdistrict stations. Only a limited number of transportation requests will be sent to these noncommissioned officers. The name of the traveler and the valid date should be left blank by the issuing officer and will be filled in by the noncommissioned officer in charge of the subdistrict station at the time of the completion.

(*b*) When applicants are to be transferred from outlying stations the noncommissioned officer in charge will state on the request the number of persons to be transferred, *noting their names on the reverse thereof*, and will procure the tickets from the proper agent, giving in exchange therefor the request, which should be properly receipted and show date of such receipt. The tickets so procured will be turned over to the travelers at the railroad station just prior to the departure of the train. A member of the recruiting party will accompany all applicants to the railroad station, if practicable. Immediately after the departure of the applicant for the district headquarters the noncommissioned officer will, unless previously arranged, telegraph or telephone the recruiting officer the time when the applicant or applicants should arrive. The applicant should be given instructions prior to his departure to be on the lookout upon his arrival at the railroad depot of the city in which the headquarters station is located for a uniformed marine, and in case they should fail to meet to proceed at once to the headquarters station, the address of which should be furnished him, or, in case of his arrival after office hours, to proceed to the hotel at which the recruiting party is stopping. The memorandum request, with the names of the travelers noted on the reverse thereof, will be mailed to the district headquarters immediately after the transportation has been procured, for use in making proper record of the transportation furnished, and will then be forwarded to the Quartermaster. Officers in charge of districts will use such methods as may be necessary to keep outlying stations supplied with transportation requests in order that no delays in transferring applicants may occur. No other than the prescribed form of transportation request will be used by recruiting officers to obtain transportation for applicants, except where street car or interurban electric railroad tickets are used. In territories where agreements are in force to divide the travel between the competing lines care will be exercised that such division is maintained. The receipt for transportation and cash will be signed by the applicant in all cases before leaving the recruiting office. *Agents of all carriers who have heretofore been authorized to accept orders other than the regular request should be instructed not to furnish transportation except in exchange for the regular Marine Corps transportation request.*

(c) The designation placed on transportation requests of enlisted men transferred from a recruiting station to a post will be "ENLISTED MAN (MEN) TRANSFERRED."

(3) Upon the receipt of notification from a postmaster to the effect that he has secured an applicant for enlistment, regardless of the classification of the postmaster, transportation request will be immediately forwarded to him, provided the notification has been accompanied by the proper papers, duly executed, and provided further that the district headquarters issuing such transportation is the nearest office of its kind to the town in which the applicant has been procured. In such cases transportation requests should be drawn in favor of the postmaster, who will be requested to exchange the request for the necessary transportation and to start the applicant on his journey to the district headquarters.

(4) Transportation for enlisted men who are authorized to delay en route will be furnished as prescribed in article 16-45. The Government will only pay for such transportation at the lowest fare for the class furnished between points of origin and ultimate destination as applies at the time transportation is furnished, and any excess cost must be paid by the traveler before same is issued. Where the authorized lay-over is in excess of the time allowed by carriers on stop-over privileges the traveler may be furnished with two requests, one reading to point of lay-over and the other from that point to destination, the time limit on the latter being extended for the necessary period. In order that the excess cost, if any, may be collected prior to the issuance of requests for transportation and sleeping-car accommodations, the Quartermaster should be communicated with, by telegraph if necessary, in cases where it is impracticable to otherwise ascertain the cost. The cost of telegraphing must be borne by the traveler. The transportation will not be furnished to any out-of-the-way places, but will be confined to junction points from and to which the traveler must make his own arrangements. Cash for meals en route will be furnished on the basis of the time involved in continued travel via the short-line route from point of origin to destination.

(5) When accepted applicants are sent to a post, the most responsible man in the party will be placed in charge and given concise and explicit orders

regarding the travel of the party, and directions to reach their destination, a copy of which will be furnished to each member. Each accepted applicant must have his own railroad ticket, cash for meals, and transfers (street-car fare), and when authorized his own sleeping-car tickets. In no case will the man in charge be given the tickets, etc., for the entire party, except when the party is traveling on a party ticket, in which case the cash advanced for meals and transfer will be disposed of as above prescribed.

(6) Where applicants are furnished with cash for meals and transfers, it will, wherever practicable, be delivered by the recruiting officer in person.

(7) As far as practicable recruiting officers will so arrange transportation for applicants transferred from their districts that they will arrive at the post at a convenient hour.

(8) All recruiting officers are authorized to procure transportation to cover the necessary travel of recruiting party, recruits, deserters, and stragglers.

(9) Medical officers of the Navy and Naval Reserve on duty as medical examiners at district headquarters recruiting stations will, upon the application of the officer in charge of a recruiting division, be appointed acting recruiting officers and acting assistant quartermasters in the Marine Corps and authorized to accept applicants during the absence of the recruiting officer, and to issue transportation, cash for meals, transfers, etc.

(10) In cases where medical officers of the Navy and Naval Reserve are authorized to issue transportation, etc., they will be required to use the same book of transportation requests and the same funds for meals, transfer, etc., as the recruiting officer. Only one transportation account will be opened for each district headquarters recruiting station.

(11) All cash advanced or transportation issued by medical officers will be embodied in reports forwarded to the Quartermaster by recruiting officers.

Repeated Travel Orders for Recruiting Officers

2-62

(1) All officers assigned to recruiting duty will be authorized, in individual orders addressed to them by name, to perform such repeated travel as may be necessary in the interests of the Government between their headquarters station and the various stations of the recruiting division or district to which they are attached; or between any of the same, such as are at the time or may hereafter be established, *or between their headquarters stations and such towns within the recruiting division or district as may be found necessary to visit for the purpose of determining the desirability of said towns as locations for the establishment of additional recruiting stations, provided that the said towns are within the boundaries of the division or district to which they are attached.*

(2) The officer in charge of the recruiting division will be the judge of the necessity for travel involved when an officer in charge of a recruiting

district travels beyond the geographical limits of the district to which he is assigned, and will issue individual orders in the premises.

(3) Officers who have orders to perform repeated travel will be allowed actual traveling expenses not in excess of the amounts fixed by Navy Regulations. (See art. 1815, N. R.)

(4) The prior approval of the Major General Commandant must be obtained by officers for the use of privately owned automobiles for the performance of repeated travel on official business. When such approval is granted, reimbursement is authorized for the actual cost of gasoline and oil used and for garage rent for necessary stopovers, provided the total expenses for the trip are not in excess of what they would have been had the travel been performed by railroad. Expense claims may be submitted to the proper officer of the Paymaster's Department as often as is convenient, not exceeding, however, four for any one calendar month.

(5) When privately owned automobiles are used by officers for the performance of repeated travel on official business vouchers for reimbursement for gasoline and oil used in such travel should not only show the quantities of gasoline and oil used, the unit price per gallon paid, and the places between which the travel was performed and the distance, but should show the make of the automobile and any unusual conditions existing at the time and place of travel. (See Comp. Gen. Dec. March 5, 1925.)

(6) Recruiting officers will procure for themselves on Government transportation requests all railroad tickets for transportation and Pullman accommodations, except transportation *over interurban lines.*

(7) Such officers will be reimbursed by the proper officer of the Paymaster's Department to the amounts of the actual cost to themselves of railroad tickets over interurban lines as paid for in cash by them at the time of travel, traveling expense claims embodying the same to be submitted as often as may be convenient to the claimants, not exceeding, however, four for one calendar month.

(8) When a naval medical officer, attached to a Marine Corps recruiting station, is detached from duty thereat, the recruiting officer will issue transportation request on the railroad company for transportation of the medical officer's family and show on the request that the charges are to be billed to the Bureau of Supplies and Accounts, Navy Department, Washington, D. C.

(9) Officers traveling on recruiting duty will use trains on which no extra fare is charged or, if they do use for any reason a train on which an extra fare is charged, they will not bill the excess to the Government for payment. (See art. 16-22.)

RECRUIT DEPOTS

2-63

(1) No allowance for the transfer of baggage of applicants for enlistment while en route from recruiting stations to designated posts will be authorized under any circumstances.

(2) Accepted applicants for enlistment will be taken up upon their arrival at a post for rations and quarters but not for pay.

(3) As far as practicable, recruits will be retained at a recruit depot for a three-months' course of instruction in order that they may be thoroughly grounded in their duties when transferred to stations for regular duty.

(4) Upon the arrival at a recruit depot of an accepted applicant for enlistment the executive officer will satisfy himself as to the desirability of the applicant, and, if otherwise desirable, will have him thoroughly examined by the medical officer of the station. If the applicant is found not qualified, he will be immediately rejected. Applicants found qualified will be enlisted within 10 days of their arrival at the recruit depot, but no applicant will be enlisted on the day of his arrival except in the case of reenlisted men of whose record there is no question.

(5) The medical officer at the recruit depot should verify the medical certificate on the enlistment paper of an applicant and make the necessary entries in the service-record book. In the event of errors in the medical examiner's certificate on the enlistment contract the medical officer should make the necessary corrections as provided for in the service-record book.

(6) When an applicant has been accepted at a recruit depot, the enlistment will be accomplished by administering the oath and otherwise completing the enlistment contract and service-record book. The date and place of oath as shown on the enlistment paper will be entered in the service-record book as the date and place of enlistment, and the man will be carried accordingly on the muster and pay rolls. Enlistment contracts, upon completion, will be forwarded at once direct to the Adjutant and Inspector.

(7) Immediately upon the rejection of an applicant at the depot or post to which transferred, Form NMC–69 (report of rejection of applicant) will be made out and mailed direct to the Major General Commandant; a copy will be forwarded to the officer in charge of the division in which the applicant was accepted, and, in the event that the rejection has been made upon recommendation of the medical examiner, a copy to the Bureau of Medicine and Surgery. Should the applicant elope or refuse to complete his enlistment, Form NMC–640 (report of failure to complete enlistment) will be filled out and one copy mailed direct to the Major General Commandant and one copy to the officer in charge of the division in which the applicant was accepted. The enlistment paper of the applicant, with the date and cause of rejection entered thereon, or the fact of the elopement or refusal to take the oath, will accompany the copy of the report mailed to the Major General Commandant.

(8) If, in the opinion of the commanding and medical officers at the recruit depot, the disqualification in the case of a rejected applicant is of such a nature as should have been discovered at the recruiting station where the applicant was accepted and forwarded, or, in the case of the refusal of the applicant to complete his enlistment, it appears that unwarranted representation or inducements were held out to him at the recruiting station, the commanding officer will report by letter to the Major General Commandant all the facts of the case, this report to be attached to and accompany the man's

enlistment contract and report of rejection or failure to complete enlistment, as the case may be.

(9) Accepted applicants who are found unfit for the service on final examination at posts will be regarded as remaining under military observation until they have been returned to the recruiting stations at which they were accepted or until they have arrived at those stations after they have been transferred thereto.

(10) Upon arrival at recruit depots, the men enlisted as "Privates to learn the drum and trumpet" will be required to take the same training as regularly enlisted privates in addition to their musical training.

(11) In order that the executive officer at the recruit depot may check the accuracy of the statements made by recruits at the time of acceptance a circular letter (Form NMC-608) will be mailed by the recruiting officer, inclosing a card (Form NMC-609), to the next of kin. There will be inclosed with this letter an envelope addressed to the commanding officer of the recruit depot to which the applicant has been, or is to be, transferred. The accepted applicant's name will be written on the back of the card and the return address in the upper left-hand corner of the enclosed envelope will also be completed. Should the recruiting officer's circular letter be returned to him undelivered it will be enclosed in an envelope and mailed to the commanding officer of the recruit depot to which the applicant has been sent. These letters will not be sent to the next of kin of reenlisted men.

(12) Where the result of letters referred to in the preceding paragraph is such as to indicate that the name or address (or both) of the next of kin, as furnished by the recruit, are incorrect, the executive officer will take the matter up with the recruit, to the end that corrections may be made on the service-record book and the Adjutant and Inspector notified.

Board and Lodging

2-64

(1) The record of board and lodging furnished at each station other than a district headquarters station will be kept by the noncommissioned officer in charge, who will forward the monthly bills in duplicate to the Headquarters station.

(2) Meal and lodging orders will at all times be kept under lock and key in the custody of the recruiting officer, and a strict record of every order issued shall be kept, showing the number of the order, the name of the man to whom issued, the name of the contractor, the date, and the number of meals and lodgings called for.

(3) When the recruiting officer is about to leave his headquarters station for any period during which the issuance of meal or lodging orders may become necessary he will turn over to the naval surgeon attached to the district headquarters, who is an acting assistant quartermaster of the Marine Corps when so appointed by the Major General Commandant, the meal and lodging orders of the said district headquarters station.

(4) When circumstances render necessary the issuance to a noncommissioned officer for reissuance of meal and lodging orders, the recruiting officer will personally give such explicit orders as will insure safe-keeping and satisfactory accounting.

(5) When contractors render bills for lodging or meals, the supporting orders must be attached, to be detached therefrom by the recruiting officer and retained in his files when the voucher is forwarded to division headquarters.

(6) When a meal or lodging order has been canceled for any reason, such order will be plainly marked "CANCELED" across the face and retained by the recruiting officer.

(7) If the applicant passes the physical examination of the medical examiner and, in the opinion of the noncommissioned officer in charge, is qualified, he may be lodged and subsisted at Government expense awaiting the recruiting officer, subject to the provisions of paragraph 9 and article 2–52(13).

(8) Minors or applicants whose enlistment is doubtful will not be lodged or subsisted.

(9) Applicants who have not passed the physical examination will not be lodged or subsisted, except when waivers have been requested from the Major General Commandant. If for any reason an applicant concerning whom a waiver is pending is retained for a period of 10 days from the date of his first physical examination, he will be required to undergo another examination.

(10) Recruiting officers may subsist applicants pending verification of age and pending replies to telegrams on the subject, but only in cases where no fraud or attempted fraud is suspected and where it is impossible for the applicant to be subsisted with his family.

(11) Recruiting officers will not subsist or lodge applicants pending discharge from the National Guard.

(12) Recruiting officers may subsist and lodge applicants pending verification of prior service in accordance with instructions contained herein, but not exceeding 5 days.

(13) Recruiting officers are authorized to subsist applicants for enlistment in the Marine Corps pending receipt of consent of parents or legal guardians, but such subsistence will not be beyond the period allowed by these instructions.

(14) Recruiting officers must, whenever it is possible to do so, have applicants subsist and lodge themselves pending verification of age and prior service, etc. It is the duty of each officer attached to the recruiting service to economize in every way, as any expenses incurred are charged against their districts and against the final cost per recruit for their districts and divisions.

AGREEMENTS FOR RENT

2–65

(1) Officers in charge of recruiting divisions will cause to be prepared six copies of each agreement (seven on the Pacific coast), on blank forms provided for the purpose, in which the rooms or offices to be occupied as division head-

quarters, district headquarters, or other recruiting establishment will be described in detail, giving the location; also the monthly rental, and, when practicable, heat, light, water, janitor service, towel service, etc., will be included. When furniture is included the articles will be enumerated. After the agreements have been prepared, signed by the lessor or his legal representative, and the signature duly witnessed, they will be immediately mailed under cover addressed to the officer in charge of recruiting, Marine Corps, accompanied by a full explanation as to whether the premises rented are to take the place of some other station to be closed, and such other details as may be pertinent. If the lessor is a corporation, the agreement should be signed in the corporation's name by one of the officers and the capacity in which he signs, and sealed with the corporate seal; where the lessor is a partnership the agreement should be signed in the firm's name, followed by the signature of one of the members thereof and the words "One of the firm." Agreements should not extend beyond the end of the fiscal year. The contractor should subscribe only to the original form, and name should be stamped or typewritten, if practicable, on all other copies.

(2) Heat and light not covered by contract, and electricity or gas when used should be arranged for by the officer in charge of the division without submitting requisition therefor.

DESERTERS AND STRAGGLERS

2–66

(1) When a recruiting officer receives a copy of an offer of reward he will interest himself in the apprehension and return of the deserter to his post and will take such steps as may be practicable to that end. Such steps may include interviewing members of the deserter's family with a view to obtaining information and explaining to them the importance of inducing the deserter to immediately return to his post of duty or surrender at the nearest Marine Corps post or recruiting station. (C. M. C. M. 1.)

(2) Recruiting officers will report the delivery or surrender of deserters and stragglers by telegraph to the Major General Commandant or the Commanding General, Department of the Pacific, within the limits of that department, stating date and place of apprehension or surrender, and will forward a written report in duplicate as required by article 7–9.

(3) Report of the hour and date of delivery and a statement of all expenses incurred will be forwarded to the commanding officer of the post to which the absentee is sent and a carbon copy of said report mailed to the Major General Commandant. (See arts. 18–81 and 18–82.)

NONCOMMISSIONED OFFICERS

2–67

(1) The following will govern the appointment of first sergeants, sergeants, and corporals authorized by article 2–37 (6 to 10):

(2) The officer in charge of each recruiting division, having first satisfied himself of the man's fitness for the position, will announce in orders, and will mus-

ter from the date of such announcements, first sergeants, sergeants, and corporals. Such orders will be entered in the records of the recruiting division and a copy of each order will be forwarded to the Adjutant and Inspector, to the paymaster carrying the accounts of the division, and a copy furnished to each man concerned.

(3) A member of a recruiting party announced and mustered as first sergeant, sergeant, or corporal, will be reduced only when requested by the district officer, and approved by the division officer, except for misconduct or when it is necessary to transfer him to another station where no vacancy exists in the rank held by him. Appointments as first sergeants, sergeants, or corporals will, however, terminate whenever men are relieved from recruiting duty, or when the stations at which they are serving are discontinued, unless they are assigned to other recruiting stations where there are vacancies, in which cases, if transferred with the same rank, their warrants will be indorsed to the effect that they are continued in force for duty at the station to which they are transferred. The officer in charge of a recruiting division will in every case announce in orders the date of the termination of an appointment as first sergeant, sergeant, or corporal and furnish copies of each order as indicated in the preceding paragraph.

(4) The following forms will be used in making appointments and reductions of noncommissioned officers in the recruiting service:

HEADQUARTERS, ---------- RECRUITING DIVISION,
Address ------------------------------------
Date ------------------------------------

ORDER NO. ----

---------------------, (rank) --------------- (name), United States Marine Corps, is hereby appointed a -----------------, (rank) -----------------, in the U. S. Marine Corps from -----------------, (date) -----------------, for service at the recruiting station, at ---------------- (place) ----------------.

Signature-------------------------
------------ *U. S. Marine Corps,*
In Charge of Division.

HEADQUARTERS, ---------- RECRUITING DIVISION,
Address ------------------------------------
Date ------------------------------------

ORDER NO. ----

---------------------, (rank) ----------------- (name) ----------------, United States Marine Corps, who was appointed a ----------------, (rank) ----------------, from ----------------, (date) ----------------, for recruiting service at the recruiting station at ---------------- (place) ---------------- is hereby reduced to the rank of ------------------ (rank) ---------------- from this date, by reason of discontinuance of that station (or other causes, such as transferred to the marine barracks at ---------------- (place) ----------------, for duty, or by reason of transfer to a station at which no vacancy exists).

Signature-------------------------
------------ *U. S. Marine Corps,*
In Charge of Division.

(5) In transferring a noncommissioned officer on recruiting duty from one station to another in the same division where a vacancy exists for a noncommissioned officer of that rank, a new letter of appointment will not be issued,

but the warrant in the possession of such noncommissioned officer will be indorsed by the officer in charge of the division to the effect that such warrant is continued in effect and entered against the complement of the station to which transfer is made, and the Major General Commandant will at once be notified of this indorsement by letter.

(6) Within the complements all men transferred to recruiting duty will be appointed corporals (recruiting warrants) and all qualified corporals appointed sergeants (recruiting warrants), provided the recruiting officer concerned, after a reasonable lapse of time, deems that the men have become acquainted with their recruiting duties and have proven their worth as recruiters; otherwise transfer to barracks will be made.

(7) Officers in charge of recruiting divisions are authorized to promote competent and reliable members of the recruiting service, within their division, to the rank of first sergeant (recruiting warrant), provided vacancies exist.

(8) Noncommissioned officers and privates first class will be reduced to privates upon joining the recruiting service. Reduction will be effected by the officer in charge of the recruiting division by letter, the original to the man and a copy to the Major General Commandant. (C. M. C. M. 1.)

(9) Men who have been reduced in accordance with paragraph (8) and who are subsequently transferred from the recruiting service after service which would have entitled them to hold their rank if they had remained in general service, shall, except when the transfer is for serious misconduct, be appointed as follows: (*a*) To the rank of sergeant if the reduction was from a higher rank; and (*b*) to the rank from which reduced, if that rank was sergeant or below. Appointment will be made by the officer in charge of the recruiting division by letter, the original to the man and a copy to the Major General Commandant. (C. M. C. M. 1.)

(10) When the transfer from recruiting duty is for serious misconduct, the officer in charge of the division will report the circumstances to the Major General Commandant with recommendation as to appointment. (C. M. C. M. 1.)

(11) For instructions regarding the reappointment of noncommissioned officers and privates first class upon reenlistment see article 6–31.

PUBLIC PROPERTY

2–68

(1) Officers in charge of recruiting divisions will be accountable for all public property in their respective divisions. Officers in charge of recruiting districts will keep the division officer supplied with all the data necessary to enable him to render his returns.

(2) Returns of public property for all stations in a division should be consolidated and but one return rendered by the division, accompanied by lists showing the particular stations at which the articles are on hand.

(3) A sufficient supply of rubber coats, hats, and boots to properly protect recruiters in inclement weather, should be kept on hand at each station or obtained by requisition submitted to the nearest Marine Corps depot of supplies.

Stationery, Blank Forms, and Supplies

2–69

(1) All stationery, blank forms, etc., may be obtained by requisition submitted to the depot quartermaster, United States Marine Corps, Philadelphia, Pa., to the limit of the allowances set forth in Marine Corps orders. Posters and supplies proper to the recruiting service only and not listed by the depot quartermaster referred to may be obtained from the Marine Corps recruiting bureau.

(2) Supplies not enumerated in the annual order and which are required at recruiting stations, including laundry and towel service, will be procured by submitting open-purchase requisition, in duplicate, to the Quartermaster, via the officer in charge of recruiting, Headquarters, Marine Corps. Such requisitions must describe fully the articles or services required, and must specifically state the stations on account of which the expense is to be incurred, the purpose for which intended (if not obvious), and the estimated cost of each article or service (when possible). In the case of consumable supplies or of services to be rendered, the period during which the articles or services will be required (not extending beyond the current fiscal year) must be shown.

(3) Storm and recruiting flags will be repaired, when necessary, at the depot of supplies, Philadelphia, Pa., and put in good condition before being laundered and before being reissued to the recruiting districts.

(4) Open-purchase requisition will be submitted to the Quartermaster, via the officer in charge of recruiting, for such of the following articles as may be deemed necessary for the use of applicants for enlistment while held under observation at a recruiting station:

Brooms, whisk.
Brushes, blacking.
Brushes, hair.
Combs, medium.
Polish, shoe, black.
Polish, shoe, russet.
Paper, toilet.
Towels, huckaback.
Soap, toilet.

Motor Transportation

2–70

(1) Motor transport matériel assigned to any division may be transferred from point to point within the division at the discretion of the division officer, but under no circumstances may be transferred to points beyond the jurisdiction of the division officer concerned without specific orders from the Major General Commandant.

(2) No motor transportation assigned to the recruiting service will be returned to the Quartermaster's Department without the approval of the officer in charge of recruiting.

(3) Officers in charge of recruiting divisions will render a monthly motor-transportation report to the Quartermaster on the prescribed form. A copy of this report will be furnished the officer in charge of recruiting.

REQUISITIONS

2–71

Open-purchase requisitions, regardless of the nature of the service, commodity, etc., to be procured, must be forwarded via the officer in charge of recruiting.

INSPECTIONS

2–72

(1) Division officers will inspect their entire divisions every two months, and upon assuming charge of divisions will inspect within 30 days. District officers will inspect their districts every month, and upon assuming charge of districts will inspect within 15 days. Division and district officers will also inspect when in their opinion special conditions require their presence. (C. M. C. M. 2.)

(2) Division and district officers will not inspect their divisions and districts at more or less fixed periods, but will make these inspections at irregular and unexpected times.

(3) In making inspections division officers should pay particular attention to the following points:

(*a*) *Location of offices.*—Desirability of location for securing applicants; proximity to railroad station; accessibility; number of rooms; suitability and arrangement of; storage space; convenience of lavatories; heat, light, and water, and janitor service; cleanliness.

(*b*) *Personnel.*—Condition of uniform; suitability of uniform considering weather conditions; personal appearance of party; condition of transportation; cash on hand; condition of regulations, bulletins, and other files; conduct and standing of officers and men in communities.

(*c*) *Office equipment.*—Furniture, typewriters, file cases, and cabinets; patriotic decorations; service pictures; railroad maps and timetables; State and city maps.

(*d*) *Public property.*—Location of, condition of, sufficiency of allowance; repairs necessary.

(*e*) *Books and pamphlets necessary.*—Marine Corps Manual; Marine Corps orders; Navy Department general orders; Navy Regulations; Manual, Medical Department, U. S. Navy, 1922; official recruiting bulletins, daily, weekly, monthly, and annual.

(*f*) *Efficiency of command.*—Railroad transportation facilities, whether satisfactory or otherwise, and the same regarding service of board and lodging contracts, relations with civil officials (mayor, chief of police, street commissioners), chambers of commerce, railroad officials, Rotary or Kiwanis Clubs, and similar organizations, postmasters, newspaper editors, with Army and Navy recruiting service, National Guard officers; knowledge of local conditions as to demand, supply, and movements of labor; the terms on which enlisted personnel stands with civil and military officials, newspaper men, etc.; whether postmaster has given permission for exhibition of pads of handbills and recruiting cabinets from letter boxes and in post offices; whether any articles have been written by local recruiters for local newspapers; what steps, if any, have been taken toward promoting friendly rivalry between stations and substations; recruiting personnel as to neatness and alertness, whether habitually in correct uniforms; how often inspected by recruiting officers; whether service of civilian medical examiners is satisfactory.

(*g*) *Inspection of outlying stations.*—Report upon location, size, conveniences, condition of offices; sufficiency and condition of public property, books, records, and blank forms; enlisted personnel, as to knowledge of recruiting instructions and the duties of a noncommissioned officer on recruiting duty; whether railroad transportation facilities are ample and satisfactory; efficiency of medical examiners; conditions of records, reports, fingerprint equipment, and clerical work; and the condition of the establishment having the contract to feed and lodge applicants. Add such information as may be obtainable and applicable in connection with matters mentioned in this article. (C. M. C. M. 2.)

(*h*) In order to properly cover the subject matter, the recruiting officer should obtain, prior to starting on his tour of inspection, an up-to-date list of all recruiting stations in the district to be toured, addresses of civilian medical examiners, roster of the enlisted personnel, names and addresses of the board and lodging contractors. The inspecting officer will require that all published changes affecting any of the publications mentioned in this article shall be posted up to date before the termination of his visit of inspection or, if proper notice of such change is not at hand, that official application therefor is forwarded at once. Such application shall state the necessity (such as nonreceipt of the original notice of change, loss of such notice, etc.) and shall be indorsed by the inspecting officer with respect to the same matter.

(*i*) *Addresses of ex-marines.*—Completeness and accuracy of files of, as shown by comparison with lists of "Marines eligible for reenlistment" of various dates.

(*j*) *Fingerprint filing system.*—Completeness and accuracy of the station finger-print system for the detection of undesirables.

(4) Division headquarters will keep a record of all inspections of subdistricts, central auxiliary and auxiliary recruiting stations, and district officers will keep a record of all inspections in subdistricts. The regular and thorough inspection of all stations is regarded as a matter of prime importance, and all instructions pertaining thereto will be strictly followed.

(5) Recruiting officers will make daily inspections of their headquarters stations and weekly inspections of other stations in the same city as the headquarters station.

(6) Date showing inspections by division and district officers will be shown on bulletins prepared at division headquarters.

VOUCHERS

2–73

(1) Rescinded. (C. M. C. M. 1.)

(2) Vouchers for rent of stations and furniture, for board and lodging furnished under agreement, for the physical examination of applicants for enlistment, for telegrams, bill posting, laundry service, and for other services and articles purchased, such as furniture, street-car tickets, etc., in a recruiting division will be prepared on the prescribed form at the division headquarters and forwarded to the Quartermaster as soon as practicable for payment. Such accounts, as mentioned above, shall be stated on the voucher form in order to eliminate, as far as practicable, the necessity of attaching certified bills.

(3) The Western Division will forward vouchers to the depot quartermaster, Marine Corps, San Francisco, Calif. Vouchers from all other recruiting divisions will be forwarded to the Quartermaster.

(4) In order to prevent unnecessary delay in the settlement of the accounts of contractors, officers in charge of recruiting divisions will give special attention to obtaining bills promptly at the end of each month or at such time as the amounts are due, for services rendered or supplies furnished, vouchering same and forwarding them to the office of the Quartermaster Department designated to pay the same. All bills should be carefully audited before being vouchered.

(5) Vouchers for board and lodging of recruiting parties and applicants should give the name of each man and the date on which subsistence and lodging are furnished. For example:

	Meals	Lunches	Lodgings
Henry Smith, Sgt.; B1 to L2 and D 17 to lunch 18	9	1	3
John Jones, Appl.; D2 to S2	2	0	0
Tom Browne, Pvt.; L5 to D6	2	0	1
George Brooks, Pvt.; S16 to L17	4	0	2
Patrick McKay, Appl.; D17 to lunch 17	1	1	0
Total	18	2	6

18 meals at 40 cents each	$7.20
2 lunches at 25 cents each	.50
6 lodgings at 75 cents each	4.50
Total	12.20

(6) Officers in charge of recruiting districts and noncommissioned officers in charge of subdistrict headquarters stations will furnish board and lodging, when necessary, to guards sent from the various marine barracks to recruiting stations for the purpose of receiving and returning stragglers and deserters to their proper stations. The furnishing of the above services under board and lodging agreements executed by the recruiting service in connection with the subsistence of applicants for enlistment is permissible. Report of expense involved in such cases should be promptly made to the proper commanding officer on Form NMC–698. The utmost care will be exercised to the end that the expense incident to furnishing such board and lodging will not be included on Form NMC–849.

(7) In preparing vouchers for the transfer of baggage the voucher should give the name of the enlisted man, the number of pieces of baggage, and should state that such hauling was in connection wth transportaton request No. ---- dated ---------- (date) ----------, and that no money for transportation of baggage was furnished thereon. Vouchers for hauling public property to and from freight stations should show the number of the bill of lading on which shipment was made.

(8) A record will be kept at each recruiting station of all vouchers forwarded to the Quartermaster's Department for payment, with the name of the payee and the date of service, amount, and date of forwarding.

(9) Recruiting officers will prepare vouchers for expenses which they may incur while traveling and forward same to the assistant paymaster having the pay accounts of the district for payment.

(10) When a contractor certifies on the face of a bill as follows: "I certify that the above bill is correct and just and that payment therefor has not been received," it is not necessary that certificates on vouchers be signed by him, but it is preferable that the accounts be stated in full on the voucher form and the certificate properly executed by the contractor, as far as practicable, in order to eliminate the use of certified bills.

(11) Vouchers covering payment of reward for apprehension and delivery of deserters and stragglers will be prepared as prescribed in article 18–81. (C. M. C. M. 1.)

(12) Vouchers for such professional services as specified in the following paragraph should be supported by the physician's bill, which bill should include, in addition to the information specified, the full name of each applicant examined.

(13) Accounts for examination and vaccination of recruits will show the physician's address and the particular location of the recruiting station, the number of applicants examined each day and the charge, and the number of men vaccinated each day and the charge. The recuiting officer will certify

that the men examined were applicants for enlistment and that the men vaccinated were recruits enlisted and duly sworn or applicants accepted for enlistment, as the case may be.

(14) When medical treatment, including medicine, nursing, and hospital care, is required by an enlisted man on recruiting duty and can not otherwise be had, the recruiting officer may employ the necessary civilian service to furnish it, also in emergency dental treatment, all in accordance with Bureau of Medicine and Surgery circular letter 369–1925 of 2 January, 1925, and accompanying instructions. ~~Six copies of voucher for medical attendance will be prepared and forwarded to the Bureau of Medicine and Surgery, via the Quartermaster, Marine Corps, for payment.~~ Accounts will show the full name of the physician and his address. The visits charged for will be set forth chronologically, giving under each date the full name and rank of the patient treated, the disease or injury in each case, and the charge. Additional visits made on the same day will be entered separately and marked "Second visit," "Third visit," etc., and the necessity therefor must be explained, the patient named, and the separate charges therefor noted. The charge must not exceed the usual local rate or the maximum compensation authorized by regulations. Any unusual charge must be fully explained. If the medicines charged for extra by the physician were supplied from his own stock, he must so certify and furnish an itemized list thereof. If the medicines were supplied by a druggist and paid for by the physician, the former's itemized receipted bill showing payment by the latter is required as a subvoucher, accompanied by the prescriptions, each prescription showing upon its face the date, the druggist's file number, the price, and the name of the patient for whom the medicines were prescribed. Medicines furnished by a druggist and not paid for by the physician will not be allowed for in the latter's account. The physician will certify that the account is correct and just, and that the charges do not exceed the customary local rates. The recruiting officer will certify to the correctness of the accounts, stating that the enlisted man named was on duty at the time and place of treatment, and state why it was impossible to secure the services of a naval medical officer. When civilian medical attendance is procured by an enlisted man he will make affidavit to the required certificate.

MUSTER ROLLS, PAY VOUCHERS, AND REPORTS

2–74

(1) Officers in charge of divisions will render the pay and muster rolls for their respective divisions. They will be furnished by the officers in charge of districts with all the data necessary for the purpose.

(2) Noncommissioned officers of the recruiting service will be entered on the muster rolls as of those grades, and on the pay vouchers entry will be made under "Remarks," showing the nature of the appointment, by whom made, its date, the station for which the appointment is made, and such other remarks as are called for by the pay roll.

(3) When a noncommissioned officer on recruiting duty is transferred from one division to another where a vacancy exists for a noncommissioned officer of that rank the officer in charge of the division where the noncommissioned officer is next to be paid will add to the above-mentioned remarks that the appointment is continued in force for duty at the station to which transferred.

(4) Officers in charge of divisions will direct officers in charge of districts and noncommissioned officers in charge of subdistrict stations to report on the first of each month in the form of a tabulated statement, showing the number of applicants accepted as the results of the efforts of the individual under consideration, month by month, for the three months immediately preceding the date of report. Such reports will be lodged in the files of the division officer concerned.

(5) A similar tabulated report as referred to in the preceding paragraph should be posted in each recruiting office to show each individual his standing.

(6) Officers in charge of divisions will, as soon as practicable after the first day of each month, submit a report containing the following data to the officer in charge of recruiting:

List of recruiting stations, arranged by districts, giving street addresses, monthly rental, roster of officers of the Navy and Marine Corps, and men on duty, and recapitulation of same.

One copy of the report will be mailed direct to the officer in charge, Marine Corps recruiting bureau.

(7) All district recruiting officers will forward to the officer in charge of recruiting, in duplicate, reports of the acceptance and reenlistment of men transferred to Marine Corps posts for assignment to aviation duty.

(8) Report of delivery of discharge certificates, together with the future address of the man concerned, ~~and the serial number of the good-conduct insignia, when such are delivered with discharge certificates,~~ will be reported on Form 312.

(9) It is directed that district recruiting officers see to it personally that every transfer effected by their orders is promptly and accurately reported to division headquarters by notation on the daily report.

(10) Division headquarters will each day report to the Adjutant and Inspector, on Form NMC–312, transfers affecting the personnel of their divisions, whether such transfers are from point to point within the division or within the district, or to points beyond either. This does not apply to accepted applicants nor to men reenlisted and transferred to posts.

(11) Reports of transfers, where such transfers are to points beyond the limits of the division, will also be made, with additional copy to the paymaster having charge of the rolls of the division and to the Quartermaster.

EXPENSE

2–75

(1) Officers in charge of recruiting districts will prepare the monthly reports of recruiting (Form 40–B) and monthly report of expense (Form 73–B) for the stations in their respective districts, submitting same to the officer in

charge of the division. These reports will be audited at the division headquarters and forwarded to the officer in charge of recruiting. Separate reports of expense will be included in the consolidated report for the division (Form 73–A). These reports must be forwarded so as to reach Headquarters not later than the 10th day of the month following the period which they cover.

(2) Expenses in connection with the meals, transportation, etc., of reservists transferred to the regular Marine Corps shall not be included in the reports of expense referred to in the preceding paragraph.

(3) Commuted allowances of members of recruiting parties will not be reported on Forms 73–A and 73–B, referred to in paragraph (1), this article, as such allowances should not figure in the per capita cost of recruits; but the additional pay of noncommissioned officers paid to them by virtue of their holding recruiting warrants will be included, such pay being a proper charge against the cost of procuring enlistments.

(4) In the preparation of reports of recruiting, accepted applicants will be credited to the place of application and not the place of final acceptance.

(5) In order that the districts may do themselves strict justice, uniformity in reporting total number of applicants is essential. For this purpose the following method must be followed:

Under "APPLICANTS" (item No. 26, Form 73–B) the following will be included:

All men who have been examined physically for enlistment, whether accepted or rejected, and all men who have proceeded so far toward enlisting that they have entered a recruiting office, and who have actually entered upon definite inquiry as to the nature and duration of service, rates of pay, etc.

(6) Automobile recruiting parties attached to recruiting districts will be considered, for the purpose of the reports herein contemplated, as recruiting stations, and all applicants accepted by such parties from outlying towns not having recruiting stations will be credited to "ROAD PARTY No. ———."

(7) In preparing monthly report of expense it is essential that there should be included, under the appropriate headings, every item of expense other than the pay and allowances of officers and enlisted men (except as regards additional pay of noncommissioned officers holding recruiting warrants, see par. 3, above), together with the number of applicants, as defined in paragraphs 5 and 6 of this article, and the average cost for the month.

(8) Division officers will have the following system put into operation throughout their respective divisions and maintained by officers concerned:

(*a*) District recruiting officers are required to receive a "Sales slip" or "Invoice" for all gasoline or oil issued the motor transportation in the districts on the date on which the purchase of such articles is made. The chauffeur is required to hand to the district officer at the end of each week a slip showing the number of miles indicated for each day's run. In this manner a good check is kept on the expense of the vehicle.

(*b*) On Sundays and holidays the truck is not allowed to be taken from the garage without the specific authority from the district recruiting officer or some responsible person designated by him.

BULLETINS

2-76

Officers in charge of divisions will require that daily bulletins be rendered them by district officers. Such bulletins will be consolidated (on 8 by 13 inch paper) and forwarded Mondays, Wednesdays, and Fridays of each week to the Officer in Charge of Recruiting, and to the different districts of the division. If the last day of the month does not fall on any of the foregoing days, an additional bulletin will be prepared for the last day of the month in order that all changes may be recorded thereon for muster roll, pay roll, and other data. (C. M. C. M. 1.)

(*a*) List of cities where recruiting stations are located, arranged by districts, showing the number of applicants for the Marine Corps accepted in each city from the first of the month to date of report.

(*b*) The column of "*Remarks*" on such reports will contain the names of men joining the division and the name of the district to which assigned; appointments and revocations of medical examiners, with their addresses; change of station of officers and medical examiners; promotions; reductions; transfers (including transfers within the division); leaves; furloughs; deaths; absences without leave; inspections of stations, with name of inspecting officer and date of such inspections; establishment and discontinuance of stations, with authority, date of accomplishment, name and address of contractor, and rental. When a man is transferred to barracks, the reason for such transfer, report as to the man's fitness for recruiting duty, and notation as to whether or not he desires to be redetailed for such duty should be entered; also notation as to change of the enlisted man's status by marriage, and any other information which may be of interest or value to the officer in charge of recruiting or to any other officer within the district. These bulletins are records of a complete recruiting history of the office from which distributed for the period designated.

RECRUITING OFFICERS OF POSTS

2-81

The commanding officer of a post, recruit depot, brigade, regiment, or separate office or detachment, or an officer designated by the Major General Commandant, shall be the recruiting officer of the organization, and his signature shall appear as such on the enlistment contracts and in the service-record books of men enlisted by him.

CHAPTER 3

SEPARATION FROM THE SERVICE

Section 1.—DEATH

GENERAL

3–1

Report of death.—(1) In cases not reported under article 1513, Navy Regulations, commanding officers of Marine Corps posts, recruiting stations, and other organizations will report immediately to the Secretary of the Navy by dispatch the death of any officer, enlisted man, or accepted applicant under their command, giving the following information:

(*a*) Full name and rank of the deceased.
(*b*) Cause, date, and place of death.
(*c*) Name and address of the next of kin.
(*d*) Whether or not the next of kin has been notified.
(*e*) Disposition that has been or will be made of the body.
(*f*) Whether on active duty (in case of reservist or retired man).
(*g*) Current rate of pay.

When full information under any of the foregoing heads must await later investigation or determination, the dispatch shall be sent with whatever data are available, supplementing it with complete information at the earliest possible date. (C. M. C. M. 4.)

(2) In cases in which many persons are involved the dispatch to the Secretary of the Navy should state the full names and ranks of those dead, seriously injured, slightly injured, and missing. The additional information required by paragraph (1) will be furnished as soon as practicable thereafter. (C. M. C. M. 4.)

3–2

Letters to next of kin.—In all cases of death commanding officers will write a letter to the next of kin. All the circumstances connected with the death so far as definitely known will be given except when death occurs under discreditable circumstances. (See art. 3–3 (3).) This communication should be in such language as to show personal consideration for the next of kin.

Care should be exercised to see that the information given is not at variance with the findings of any court or board that may have been convened in the premises; but the fact that a court or board is to investigate the circumstances should not operate to delay this communication, as it is desired that the next of kin be given all available information at the earliest practicable moment. Cases involving serious injury or illness will be similarly handled. (C. M. C. M. 4.)

Disposition of Bodies

3–3

(1) *When death occurs in the United States* and early shipment is practicable the commanding officer of marines, in all cases not provided for in article 1513, Navy Regulations, shall also notify the nearest relative or legal representative of the deceased by dispatch (unless living outside of the continental United States), requesting instructions regarding disposition of the body and whether or not an escort is desired to accompany the remains to the place of burial. Escort to place of burial may not be furnished if deceased was an accepted applicant. If practicable, the body should be transferred immediately to the nearest naval hospital or medical department of a navy yard or station for embalming, preparation, and retention for such further disposition as may be directed. (C. M. C. M. 4.)

(2) *Telegram of notification of death* to the next of kin will be worded substantially as follows:

"Deeply regret to inform you your (relationship, rank, and name) died (date) (cause of death if not under discreditable circumstances) (place of death) period Please telegraph (address to which instructions should be sent) collect whether you desire remains interred in Government cemetery at Government expense or shipped to you for private burial period If shipped to you transportation of body prepaid by Government and reasonable necessary funeral expenses not exceeding ~~seventy-five~~ one hundred dollars reimbursed by Marine Corps period If sent home for burial also advise if you desire attendant to accompany body period Please accept my heartfelt sympathy. (Signed by commanding officer.)" (C. M. C. M. 4.)

(3) *When death occurs under discreditable circumstances*—for instance, as the result of misconduct on the part of the deceased—the telegram of notification to the family should not, if practicable, state the cause of death. (C. M. C. M. 4.)

(4) In the event the next of kin requests that the body be buried at the place of death or in a post or national cemetery, or when it is impossible to ascertain the wishes of the next of kin within a reasonable time, the body will be interred at the place death occurred or in the nearest available post or national cemetery as may be practicable, at Government expense (C. M. C. M. 4.)

(5) *When death occurs at sea or outside the continental United States,* the next of kin will be notified by Headquarters, Marine Corps, and the necessary instructions for disposition of the body will be forwarded to the place of

death. The letter or letters of condolence will, however, be forwarded in accordance with article 3-2. Burial will not be made in a foreign port or at sea in advance of the receipt of such instructions, except when preservation or retention of the body is impossible. In the latter case a detailed report, giving the reasons, date, and place of burial, will be forwarded to the Major General Commandant as soon as practicable; also the probable date disinterment and return of the body may be anticipated if burial was not made at sea. (C. M. C. M. 4.)

3-4

Escorts.—(1) An escort not to exceed one person may be furnished to accompany the bodies of officers and enlisted men to the place of burial, the desire of the next of kin or family being ascertained, if practicable. (Act of May 26, 1928.) An escort, not to exceed one person, may also be furnished to accompany the cremated remains of officers and enlisted men to the place of burial, provided the escort actually carries with him on the trip the receptacle containing the ashes and personally delivers it to a member of the family or other proper person at the authorized destination. The escort selected shall, when practicable, be of the same rank as the deceased and a friend or associate. He shall accompany the remains in transit and exert every effort to insure the safe delivery of the body at its destination. If the family of the deceased so desires, he will attend the funeral and burial services, after which he shall return to his proper station or proceed as directed. Care will be exercised that enlisted personnel selected for this duty shall be of such character and appearance as to reflect credit upon the service. A friend or relative (not in the naval service) may accompany the remains in lieu of a service escort. When death occurs outside the continenal United States, a relative may travel as escort to point of reshipment in the United States, and when no relative is present desiring to accompany the body to the place of burial, naval personnel traveling to the United States at the time may be utilized as escorts to the point of reshipment in the United States. (See arts. 16-28, 16-164, and 18-72.) (C. M. C. M. 4.)

(2) *The commanding officer of a Marine Corps post or recruiting station* upon receiving intelligence that the body of a member of the Marine Corps is being shipped to the vicinity of his post or station for burial will, whenever practicable, call in person upon the next of kin. He should be careful to have every assistance possible furnished, and if practicable, a suitable representative of the corps should be detailed to meet the body upon its arrival. The use of Government transportation requests in carrying out these instructions is not authorized. In order that the above provisions may be effectively carried out commanding officers of marines will, when bodies are forwarded to relatives, notify the commanding officers of the Marine Corps post or recruiting station nearest the home of the deceased by telegraph, giving the name and rank of the deceased; name and address of the next of kin; route, date, and hour of departure of the body, and probable date and hour of arrival at destination. (C. M. C. M. 4.)

3-5

Flags to accompany bodies.—(1) Commanding officers of Marine Corps posts and stations may authorize the issue of storm flags to accompany bodies of officers or enlisted men whose deaths occur while serving in the Marine Corps, also the bodies of accepted applicants, which are shipped or delivered to the next of kin or relatives for private interment. Requests for such flags shall be construed as included in application for the body. (C. M. C. M. 4.)

(2) When funeral services are conducted by the Marine Corps, commanding officers may authorize the issue to the next of kin, on request, of the flags used for draping the coffins. In cases of doubt as to whether the persons making requests are legally entitled to the flags, the requests should be forwarded to the Major General Commandant for authority prior to issuing the flags.

(3) Flags used for draping coffins at funerals where no next of kin is present will be preserved and stored for safe-keeping tagged with the name of the deceased and date of funeral, and held for a period of three months pending receipt of request therefor from the next of kin. If at the end of three months no request is received the flag will be returned to store for reissue.

(4) The order of the commanding officer in writing will be sufficient voucher for dropping from the property account flags issued in accordance with the above.

(5) A flag used to drape a coffin will not be lowered into the grave and will not be allowed to touch the ground.

3-6

(C. M. C. M. 4)

Disposition of personal effects.—(1) Upon the death of any person in the Marine Corps the commanding officer shall cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer, this shall be done by two officers detailed for that purpose; if an enlisted man, by his immediate commanding officer. The inventories shall be made in quadruplicate, duly attested, and signed by the officers making them. The commanding officer shall retain one copy of the inventory, one copy shall be delivered to the post quartermaster who shall take charge of the effects, one copy shall be forwarded to the Quartermaster, and the fourth copy shall be securely affixed to the service-record book of the deceased and forwarded to the Adjutant and Inspector.

(2) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction, and the proceeds of sale shall be disposed of in the same manner as any money found in his effects.

(3) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded to the legal representative, or in default of such, the heirs at law of the deceased. Should it be impossible to ascertain the existence of the legal representative or heirs at law, the moneys and articles mentioned and other similar effects shall be sent to the Major General Commandant for safe-

keeping. Should the above-described property be unclaimed for a period of two years after the death of the owner thereof, all articles and effects so deposited shall be sold at auction to the highest bidder, and the proceeds of such sale, together with the moneys mentioned, shall be deposited in the Treasury to the credit of the Navy pension fund. If at any time during the two years such above-described property is in the custody of the Marine Corps the legal representative of the deceased person applies for his effects, they shall be delivered to him.

(4) All other effects not mentioned in paragraphs (2) and (3) of this article should be forwarded to the next of kin, usually with the remains. If impossible to ascertain the whereabouts of the next of kin, they will be properly marked and placed in storage pending instructions from Headquarters, Marine Corps. (See art. 18–72.)

Section 2.—DISCHARGES

CLASSES

3–11

Discharges of enlisted men of the Marine Corps are divided into the following classes:

Class 1.—Honorable discharge—

- (*a*) Upon expiration of enlistment or extended enlistment, or enrollment.
- (*b*) Upon report of medical survey, disability in line of duty.
- (*c*) Upon report of medical survey, disability not in line of duty, not due to own misconduct.
- (*d*) On account of dependency of relatives, dependency arising subsequent to enlistment. (C. M. C. M. 4.)
- (*e*) On account of dependency of relatives, for man's own convenience.
- (*f*) To accept appointment in commissioned or warrant grade, or at Naval Academy, etc.
- (*g*) For man's own convenience.
- (*h*) For convenience of the Government.
- (*i*) For inaptitude involving no reflection upon moral character or conduct.
- (*j*) By reason of underage enlistment. (See art. 3–13.)

Class 2.—Discharge—

- (*k*) Upon report of medical survey, disability not in line of duty, and due to own misconduct.
- (*l*) As undesirable; by reason of—
  - (1) Desertion.
  - (2) Habits and traits of character.
  - (3) Fraudulent enlistment, or fraudulent extension of enlistment.
  - (4) Conviction by a civil court.
  - (5) Other grounds.
- (*m*) By reason of underage enlistment. (See art. 3–13.)

Class 3.—Bad-conduct discharge—

- (*n*) In pursuance of sentence of a summary or general court-martial.

Class 4.—Dishonorable discharge—

- (*o*) In pursuance of sentence of general court-martial. (C. M. C. M. 2.)

CERTIFICATES USED

3–12

In effecting the discharge of marines the following certificates will be used:

- *Class 1.—Honorable discharge—*
  - Upon expiration of enlistment, or extension thereof—
    - With award of good-conduct medal, N. M. C. 257a, A. & I. (parchment).
    - Without award of good-conduct medal, N. M. C. 257, A. & I. (parchment).
  - From the Marine Corps Reserve, N. M. C. 257g, A. and I. (white paper).
  - Upon report of medical survey, disability in line of duty, N. M. C. 257h or 258, A. & I. (parchment).
  - Upon report of medical survey disability not in line of duty, not due to own misconduct, N. M. C. 257h or 258, A. & I. (parchment).
  - All other discharges under class 1, N. M. C. 258, A. & I. (parchment).
- *Class 2.—Discharge—*
  - Form N. M. C. 385a, A. and I. (white paper).
- *Class 3.—Bad-conduct discharge—*
  - Form N. M. C. 385 (yellow paper).
- *Class 4.—Dishonorable discharge—*
  - Form N. M. C. 385b (yellow paper).

UNDERAGE DISCHARGES

3–13

(1) A man discharged by reason of underage enlistment shall receive ~~pay and~~ the form of discharge to which his service after enlistment entitles him, and if under 18 years of age at time of discharge shall be furnished with transportation in kind in accordance with the act of September 22, 1922. (See art. 16–26.) (C. M. C. M. 4.)

(2) *Before discharging a minor* for any cause under circumstances where neither travel pay nor transportation in kind is to be furnished by the Government, the commanding officer will, if practicable, notify the parents or guardian of such minor a reasonable time in advance of the date set for discharge in order that they may send him funds with which to defray his expenses to his home, if they so desire.

MEDICAL SURVEY DISCHARGES

3-14

(1) *Closing accounts.*—When an enlisted man has been surveyed and recommended for discharge by a board of medical survey, his accounts shall be closed and forwarded to the pay officer carrying his accounts on the same date that the report of survey is transmitted, or as soon thereafter as practicable, but the man will not be discharged until an order for his discharge has been received from the Major General Commandant, excepting in cases of recruits under training at training stations and training camps, where the report of medical survey has been approved by the local authorities.

(2) *Of recruits.*—In the cases of recruits under training, commandants and commanding officers of training stations and training camps are authorized to approve the recommendations of boards of medical survey recommending the discharge of enlisted men of the Marine Corps in advance of the approval of Headquarters. When such action is taken in any case the medical survey showing the action taken shall be forwarded in the usual manner. In medical surveys on any men other than recruits the papers shall be forwarded to Headquarters before final action is taken.

Commanding officers and pay officers concerned are authorized to proceed immediately, upon approval of report of a medical survey by the local authorities, in case of a recruit under training, with preparation of discharge certificate and final settlement, without awaiting orders, or copy thereof, from the Major General Commandant.

(3) *On board ship.*—Orders for discharge of men who are surveyed on board ship, or while serving with expeditionary forces, or who join a marine barracks direct for discharge, will be issued from Headquarters as soon as practicable after receipt from the Bureau of Medicine and Surgery of approved report of medical survey. That there may be no delay in these cases, commanding officers will promptly report their joining.

(4) *Of men in hospital.*—Discharge of enlisted men upon report of medical survey for disability will not be effected until the man has been discharged from treatment in the hospital, except in cases of mental or incurable diseases.

(5) *Probationers.*—In no case should a summary or general court-martial probationer be discharged upon report of medical survey until the bad-conduct or dishonorable discharge has been remitted by the department.

DISCHARGES FOR OWN CONVENIENCE

3-15

Enlisted men serving in a reenlistment or an extension of enlistment who have received an honorable-discharge gratuity or an enlistment allowance for the reenlistment or extension will in every case, when discharged for their own convenience more than three months prior to the expiration of such reenlistment or extension of enlistment, be required to reimburse the Government as follows:

(*a*) During first year of reenlistment or extension of enlistment the total amount of the gratuity or enlistment allowance.

(*b*) During second year of a four-year reenlistment or extension of enlistment an amount equal to three-fourths of the gratuity or enlistment allowance; during second year of a three-year reenlistment or extension of enlistment an amount equal to two-thirds of the gratuity or enlistment allowance; during second year of a two-year reenlistment or extension of enlistment an amount equal to one-half of the gratuity or enlistment allowance.

(*c*) During third year of a four-year reenlistment or extension of enlistment an amount equal to one-half of the gratuity or enlistment allowance; during third year of a three-year reenlistment or extension of enlistment an amount equal to one-third of the gratuity or enlistment allowance.

(*d*) During fourth year of a four-year reenlistment or extension of enlistment an amount equal to one-fourth of the gratuity or enlistment allowance.

(2) When a man applies for discharge for his own convenience and comes within the purview of the preceding paragraph, his commanding officer will, before forwarding the application, inform the man as to the amount he will be required to reimburse the Government in the event his discharge is authorized. (C. M. C. M. 2.)

DISCHARGES FOR INAPTITUDE OR UNDESIRABILITY

3–16

(1) When request is made for the discharge of a man from the service for inaptitude or undesirability a full report of the circumstances will be made, together with the recommendation of the company or detachment commander, the recommendation of the post commander, and a statement of the man concerned, or a declaration that he desires to make no statement. Requests for discharges of this nature will not be made by dispatch. No discharges of this nature will be effected without specific authority from the Major General Commandant or, in the Department of the Pacific, the departmental commander. (C. M. C. M. 3.)

(2) *A discharge for inaptitude* should be recommended only when a man has demonstrated his inaptitude for the service. In this classification are those who are unable to cope with service conditions and who give no evidence of being able eventually to adapt themselves. An inaptitude discharge carries no reflection upon the moral qualifications of the man, and the character given on the face of the discharge will be that indicated by service-record book markings. (C. M. C. M. 3.)

(3) *A discharge for undesirability* is not to be used as a punishment and is to be awarded only in exceptional cases, such as that of a man who is constantly and wilfully committing breaches of discipline of such a minor nature as not to warrant trial by court-martial, or who, because of immorality, or other similar causes, is clearly undesirable for retention in the service. The character given on the face of the discharge certificate will be "Bad" unless otherwise directed by the Major General Commandant or, in the Department of the Pacific, the departmental commander. (C. M. C. M. 3.)

Bad-Conduct Discharges

3–17

(1) When an enlisted man is sentenced by a court-martial to bad-conduct discharge, his accounts will be closed and transmitted for discharge at such time as date of discharge is decided upon, unless he is to be transferred to another station or ship for discharge, in which case his staff returns will be transmitted from his new station.

(2) A marine serving in his first enlistment may be discharged in accordance with the sentence of a summary court-martial without the specific authority of the Major General Commandant. (C. M. C. M. 6.)

(3) A marine who has had a prior enlistment in the Marine Corps, or is serving in an extension of enlistment, shall not be discharged with a bad-conduct discharge in accordance with the sentence of a summary court-martial until an order for discharge is received from the Major General Commandant. (C. M. C. M. 6.)

station or ship for discharge, in which case his staff returns will be transmitted from his new station.

DISCHARGE WHILE ON FOREIGN SHORE DUTY

3-18

(1) *Waivers to consular aid and transportation.*—Marines who are to be discharged while on shore duty on foreign stations shall not, in consideration of being retained at such stations for discharge, be required to execute waivers of claims to consular aid and to transportation and subsistence for sea travel incident to return from place of discharge to place of current enlistment.

(2) Waivers of claims to consular aid and transportation will only be required in cases of marines who are to be discharged upon their own request on expiration of enlistment from a ship on foreign station, in accordance with article 582 (7), Navy Regulations, 1920.

(3) Waivers in such cases will be worded as follows:

I, ____________________, serving as a marine on board the U. S. S. ____________, request to be discharged upon expiration of my enlistment, ____________, 19__, in the port of ____________. If so discharged, I hereby waive all claims to consular aid and to transportation to the United States.

(4) Waivers will be executed in duplicate and one copy forwarded to Headquarters, United States Marine Corps, through official channels; the other will be securely pasted in the man's service-record book.

(5) *Transportation and subsistence.*—Upon the discharge of any enlisted man with an honorable discharge, the law requires that transportation and subsistence in kind for the sea travel over the statutory shortest usually traveled route to his place of acceptance for enlistment should be tendered him. If this tender be accepted, then this transportation and subsistence in kind should be supplied the discharged man after his discharge. For the land travel in the journey, both within and without the United States, mileage at the rate prescribed by law rather than transportation and subsistence in kind should be credited him in his final settlement. If the man declines to accept the tender of the transportation and subsistence in kind for the sea travel, through his desire immediately to reenlist, or for any other cause, a proper record of this tender and of its nonacceptance, or its waiver, should be made in the space provided, but in a case where the accounts are paid by a naval pay officer this record should further be made under "Remarks" on pay rolls where the final statement of the account is extended.

TRANSFER FOR DISCHARGE

3-19

Marines serving in detachments in charge of noncommissioned officers, or in detachments of vessels in home waters, will be transferred at least two weeks before expiration of enlistment, without specific authority of the Major General Commandant, to the nearest Marine Corps post for discharge.

FORWARDING SERVICE-RECORD BOOKS FOR DISCHARGE.

3-20

The service-record books of men who are to be discharged upon expiration of enlistment within the United States will be forwarded to Headquarters, United States Marine Corps, or to Headquarters, Department of the Pacific, as the case may require; those for Headquarters, Marine Corps, to be forwarded not less than 15 days prior to expiration of enlistment from posts and recruiting stations east of the Mississippi River, and not less than 25 days prior to expiration of enlistment from posts and recruiting stations west of said river; service-record books to be forwarded to Headquarters, Department of the Pacific, not less than 15 days prior to expiration of enlistment.

COMPLETING BOOKS OF MEN DISCHARGED

3-21

The service-record books of all men who are to be discharged for other causes will be retained at the posts (or on board the ships) where said men are to be discharged until the discharge certificates have been delivered, when an entry to the effect that the man has been discharged will be made in the place provided in the service-record book ~~in accordance with one of the following examples, as may be appropriate~~:
EXAMPLES

(*a*) "Dishonorably discharged at (place of discharge) on (date of discharge), pursuant to the sentence of a general court-martial. Character: Bad.
"------------------------, U. S. M. C.,
"*Commanding.*"

(*b*) "Discharged at (place of discharge) on (date of discharge), with a bad-conduct discharge, pursuant to the sentence of a summary (or general) court-martial. Character: Bad.
"------------------------, U. S. M. C.,
"*Commanding.*"

(*c*) "Discharged at (place of discharge) on (date of discharge), as inapt for service (or undesirable), by order of the Major General Commandant (or, by direction of the Secretary of the Navy). Character:------------
"------------------------, U. S. M. C.,
"*Commanding.*"

(*d*) "Discharged at (place of discharge) on (date of discharge), upon report of medical survey, for disability. Disease or injury was (or was not) the result of his own misconduct. Character:------------
"------------------------, U. S. M. C.,
"*Commanding.*"

(*e*) "Discharged at (place of discharge) on (date of discharge), by special order of the Major General Commandant, for his own convenience (or for convenience of the Government). Character:------------
"------------------------, U. S. M. C.,
"*Commanding.*"

(*f*) "Discharged at (place of discharge) on (date of discharge), by reason of underage enlistment. Character:------------
"------------------------, U. S. M. C.,
"*Commanding.*"

FINAL SETTLEMENTS

3–22

(1) *Preparation of.*—The Major General Commandant (or the Commanding General, Department of the Pacific) will send to the pay officer having the man's account a copy of the order sent to the commanding officer to prepare a discharge certificate. Upon receipt of the copy of the order for discharge, the pay officer will make final settlement, including therein, in addition to the credit or debit for undrawn or overdrawn clothing certified by the post quartermaster or officer keeping the clothing account rolls, the additional clothing allowance due to the date of discharge according to the prescribed scale of allowances, such date to be determined by the paymaster according to the time necessary to allow for the receipt of the final statement and check (if any) at the place of discharge. The officer delivering the discharge certificate will in all cases enter thereon the amount paid.

(2) *Pay and clothing accounts* of men to be discharged, upon expiration of enlistment, made out to include the day of discharge, will be forwarded to the proper paymaster at such time prior to the expiration of such enlistment as will enable the paymaster to make out and return final statements. The paymaster will make out the final statement, and will forward such statement with check, without further notification, to the man's commanding officer in time to reach him prior to the expiration of his enlistment.

PREPARATION OF DISCHARGE CERTIFICATES

3–23

(1) *Parchment.*—Except in the case of a man to be discharged in the Department of the Pacific or other place where specific authority to prepare discharge certificates and to award good-conduct insignia has been or may be given by the Major General Commandant, all parchment discharges will be prepared at Headquarters, and the Certificate of good-conduct award thereon, if any, signed by the Major General Commandant, the discharge certificate being forwarded for completion and delivery to the place where the man is serving.

(2) *White or yellow* discharge certificates will be prepared and delivered at the place where the man is serving, the discharge and the delivery certificate thereon being signed by the commanding officer of the post.

(3) *Phraseology.*—Commanding officers, in showing cause of discharge on discharge certificate, will when appropriate employ the phraseology contained in examples under article 3–21, but in no case will the discharge certificate of a marine discharged "upon report of medical survey for disability" bear notation indicating whether or not the disease or injury was incurred in the line of duty. (C. M. C. M. 1.)

(4) *Special qualifications.*—Upon the discharge of a man there will be entered on the back of his discharge certificate, over the signature of the commanding officer, a notation of his special qualifications, other than military, if any. (C. M. C. M. 2.)

(5) *Final settlements on discharge* will be signed by the man's immediate commanding officer.

DELIVERY

3-24

(1) *Delivery of discharge certificate and check* will invariably be made in person by a commissioned officer. In the case of a man who has completed his enlistment honorably the delivery should be made by the post or regimental commander, or if that is impractiable, by the company commander, accompanied by the expression of a hope that he will reenlist or of good wishes for a successful career.

(2) *Delivery of baggage* and personal effects of discharged men to the railroad station or other point of departure will be made by the post quartermaster where public vehicles are available.

CHARACTER WHEN DISCHARGED AS UNDESIRABLE

3-25

The character given to a man discharged as undesirable, and entered on the face of his discharge certificate, will be bad, except as directed by the Major General Commandant. (C. M. C. M. 2.)

NO TRANSFERS AFTER ACCOUNTS CLOSED

3-26

In order to avoid confusion and delay in final settlement, no transfers will be made or authorized, after a man's accounts have been closed preliminary to discharge.

ADDRESS CARDS

3-27

Commanding officers will furnish men about to be discharged with three or more cards (N. M. C. 684), to be used by them in reporting to Headquarters any change in their address for a period of three months after discharge.

RETENTION IN SERVICE TO WORK OFF INDEBTEDNESS

3-28

(1) Marines who are to be discharged with a bad-conduct discharge, upon report of medical survey, or for other cause for the convenience of the Gov-

ernment, will not be held in the service for the purpose of working off indebtedness to the Government, except in cases in which it is clearly shown that such indebtedness has been incurred solely for the man's own benefit.

(2) Marines who are to be discharged for their own convenience will not be discharged while in debt to the Government, except in the cases of minors discharged ~~on application of parents or guardian~~. by reason of underage enlist.

(3) In the event that any case arises where the above rules should not be applied, or where there is a doubt as to whether the indebtedness was or was not incurred for the man's own benefit, the commanding officer will, before closing the accounts for discharge, refer the case to the Major General Commandant for instruction.

Deprivation of Uniform Upon Discharge for Bad Conduct, Etc.

3-29

(1) Prior to the discharge of an enlisted man for bad conduct, undesirability, unfitness, or inaptitude, all uniform coats, trousers, breeches, caps, and hats in his possession, together with all chevrons, insignia, ornaments, and brass or bronze buttons pertaining thereto, will be secured by his commanding officer, to be disposed of as provided in article 15-18 (2), and an outfit of civilian outer clothing, not exceeding $15 in cost, will be issued to him at the expense of the Marine Corps, if necessary, in accordance with such instructions as the Major General Commandant or the Quartermaster may issue. When the season of the year warrants it, the man will be permitted to retain his uniform overcoat, but in such case the bronze buttons will be removed from the coat and replaced with civilian buttons.

(2) The same procedure will be followed in cases of men discharged dishonorably or with a bad-conduct discharge, pursuant to sentence of a general court-martial, except that necessary civilian clothing in such cases will be furnished in accordance with special instructions on the subject published in Marine Corps orders and in the Manual for the Government of Naval Prisons. (C. M. C. M. 1.)

(3) Decorations; service medals; good-conduct medals; the expeditionary ribbon; ribbon bars of decorations and medals; auxiliary insignia in connection with decorations, medals, and ribbons; and qualification badges are the private property of the men to whom awarded and will be retained by them, excepting good-conduct medals forfeited by sentence of a general court-martial.

Section 3.—RETIREMENTS

Enlisted Men

3-41

(1) *Under Army laws.*—Enlisted men of the Marine Corps are entitled to retirement under the laws and regulations provided for the Army. In com-

puting the thirty years necessary to entitle him to be retired all service in the Army, Navy, and Marine Corps shall be credited. (See art. 25-100.)

(2) *Closing accounts for retirement.*—After approval of an enlisted man's application for retirement, an order shall be issued from Marine Corps Headquarters transferring him to the retired list. Upon receipt of such order by his immediate commanding officer a final statement shall be prepared, his pay and clothing accounts being closed (on Forms N. M. C. 90 and N. M. C. 146, respectively) to and including date of retirement and forwarded to the pay officer carrying his accounts. No discharge shall be given, however, but his name shall be dropped from the active list and his staff returns closed and forwarded to Headquarters. His post-office address on retirement will also be forwarded.

(3) *Ceremony.*—When an enlisted man of the Marine Corps is to be placed on the retired list after 30 years' service, the presentation of his retirement papers will be made an occasion of ceremony, the scope of the ceremony and the number of troops participating being left to the discretion of the commanding officer of the post or station.

(4) *Pay.*—The authorized pay and allowances of retired enlisted men of the Marine Corps shall be paid them monthly by the Paymaster, Headquarters, Marine Corps.

(5) *Monthly report of address.*—On the last day of each calendar month retired enlisted men shall report to Marine Corps Headquarters their post-office addresses, and shall promptly report any change therein. Blank cards for this purpose will be furnished retired enlisted men by Headquarters.

ENLISTING DISCHARGED MEN IN THE RESERVE

3-51

(1) The names and addresses of men discharged under honorable conditions who do not reenlist in the Marine Corps or obligate themselves to serve in Class III, Fleet Marine Corps Reserve, will be sent by the commanding officers of the posts where the men are discharged to the Reserve Area Commander in whose area they will reside. (C. M. C. M. 1.)

(2) The Reserve Area Commander should get in touch with such men and, through the use of follow-up letters, or by means of personal contact, if practicable, explain to them the advantages of, and when possible secure their enlistment in, the Reserve. (C. M. C. M. 1.)

CHAPTER 4

TRANSFERS

GENERAL INSTRUCTIONS

4–1

(1) *Staff returns.*—When a marine is transferred from one station to another his commanding officer shall close his service-record book in accordance with instructions contained therein, sign it, and forward it, together with the man's clothing account, to the post or detachment to which transferred. (See art. 30–82.)

(2) Upon transfer of marines to a post for duty with detachments or companies stationed or being organized thereat, the outside envelope or wrapper containing their staff returns will be in every case addressed to the commanding officer of the post to which transferred. When the staff returns of men are intended for detachment or company commanders this may be indicated by placing them in inner envelopes or wrappers marked with designation of the detachment or company.

(3) The commanding officer will inform the post quartermaster of the names of men leaving the post by transfer before such transfer. In case any of these men are in debt to the Government for quartermaster's stores, the post quartermaster will prepare the prescribed form in each case in due time to procure the signature of such men thereon, and to permit the organization commander to make the proper entry in the man's service-record book. This form when accomplished by the organization commander to the effect that the checkages "have been noted for checkage in service-record book," will be sufficient authority for the accountable officer to drop the articles from his return.

(4) An order from Marine Corps Headquarters directing the transfer of enlisted men, but fixing no date and not expressing haste, will be understood to mean that the transfer is to be effected within four days after its receipt; if the order read "without delay," the transfer will be effected within 48 hours, and if "immediately" within 12 hours after its receipt.

4–2

(1) *Telegraphic notification of time of arrival.*—Upon transfer of detachments of more than five men the post to which transferred will be notified, by letter

or telegram, a reasonable time in advance of arrival, giving the number of men in the detachment, the date, hour, and place of probable arrival.

(2) *Transfer by staff returns.*—When enlisted men are transferred by staff returns the post or vessel to which the transfers are made will be notified as to the time at which the men may be expected to arrive, and also as to the cause of any delay that may be anticipated.

(3) When men are transferred, singly or in groups, and their staff returns (service-record books) are transmitted to the new station by mail, a carbon copy of the orders (or a memorandum) covering such cases, showing date and place from and to which transferred, with notation of any furlough or delay granted en route, shall be attached to the outside of each service-record book. If the men are to join a casual organization on board a transport for transfer to the new station, their staff returns will be sent to the commanding officer of the new station, via the commanding officer of the casual organization.

4–3

Restored probationers or former general court-martial prisoners shall not be transferred for duty as prison guards except in case of emergency and upon specific orders from Headquarters. They shall not be transferred from one station to another to the exclusion of other enlisted men who are eligible for transfer but whose retention is desired in preference.

Transfer to Ships

4–4

When ordered to detail a detachment for service on board ship, the commanding officer of marines shall carefully select men of the best character for such duty, and shall make such selection without unnecessary delay, in order that they may have time for preparation. Men having less than two years to serve shall not be detailed for duty on board a vessel destined to a foreign station; nor, except in cases of emergency, shall recruits be detailed for service afloat unless they have been thoroughly instructed in regard to their duties on board ship.

4–5

Deficiencies in the complement of marines on board ships on the eve of sailing may, by the order of the commandant of the station, be supplied by the commanding officer of marines, who shall report the circumstances to the Major General Commandant without delay.

4–6

Outfit of uniform.—Men shall not be transferred from a shore station to a seagoing ship for duty without a complete outfit of uniform.

TRANSFER FROM SHIP TO HOSPITAL

4–7

The transfer of marines from a ship to a hospital, and their discharge from the hospital are governed by article 1203, Navy Regulations, substituting, where necessary, "Major General Commandant" for "Bureau of Navigation," and "marine barracks" for "receiving ship," except that when marines are sent to a naval hospital for treatment their staff returns will be sent to the nearest marine barracks instead of to the hospital.

CLOTHING LEFT AT POSTS ON TRANSFER

4–8

(1) When enlisted men are transferred from shore stations in the United States to tropical duty or with expeditionary forces, and the nature of the service is such that it is impracticable for the blue uniforms and other articles of heavy clothing to be carried and they are ordered to leave the same behind, the following steps will be taken for the safe-keeping of such clothing until it is again required:

(2) Each man will make into one securely arranged bundle the articles to be stored, provided he has no sea bag or personal box. Each bundle, sea bag, or box will be plainly marked with the name of the owner, first name in full, with middle initial, if any, and the parcel tagged if necessary. Two or more men will not be permitted to bundle their effects into one package or box for storage. A list of the names of men storing clothing, giving the nature of the parcel to be stored, will be prepared, and these lists, signed by the commanding officer, will be turned over to the post quartermaster, together with the effects. Effects of men received for storage will not be delivered except upon the claimant establishing his identity to the satisfaction of the post quartermaster.

(3) The post quartermaster will carefully store the effects until required. A permanent record, in book form, will be kept by him, giving the name of each man and the nature of the parcel stored. Note will be made in the record when the effects are turned over to the man, or shipped to another station for delivery, as the case may be.

(4) Commanding officers and post quartermasters will take all reasonable care to insure proper marking, preservation, and safe-keeping of this uniform clothing until it is claimed. At posts where no post quartermaster is detailed, storage, care, and delivery of this clothing, as herein directed, will devolve upon the commanding officer.

(5) Where enlisted men have become separated from their effects, as outlined above, shipment of such effects will be made on the direct request of the commanding officer at the post where the men are stationed to the commanding officer at the post where the clothing is stored. Requests for shipment should include all information necessary for locating the clothing, including the designation of the man's original company.

TRANSFER FOR DISCHARGE

4-9

(1) *On expiration of enlistment.*—Men serving at west-coast stations who are entitled to travel allowance to points east of the meridian passing through Kansas City, Mo., and excluding Kansas City, will ordinarily be transferred, prior to discharge, to the east coast. Similarly, men serving at east-coast stations who are entitled to travel allowance to points west of the meridian passing through Denver, Colo., excluding Denver, will ordinarily be transferred, prior to discharge, to the west coast. Men entitled to travel allowance to Kansas City or Denver or to points between the meridians passing through those cities will not be transferred from coast to coast for purposes of discharge.

(2) *Waivers.*—Should a man who is subject to such a transfer desire to remain at his present station until discharged from his current ~~expiration of~~ enlistment, he may be permitted to do so upon extending his enlistment for a period of two years, or upon executing a waiver of travel allowance. Such waiver will be worded as follows:

> I, ------------------------------, U. S. M. C., request that I be permitted to remain for my own convenience on the --------------------- Coast until the ~~expiration~~ discharged from
> (West or East)
> ~~of~~ my current enlistment; and, in consideration of the granting of this request, I do hereby waive all claim to the difference in travel allowance from place of discharge to place of acceptance for enlistment and from -------------------- (if serving on the East Coast and accepted for enlistment at a point west of the meridian passing through Denver, Colo., insert *San Diego, Calif.;* if serving on the West Coast and accepted for enlistment at a point east of the meridian passing through Kansas City, Mo., insert *Hampton Roads, Va.*) to place of acceptance for enlistment.

(3) *No waivers on discharge for under age.*—Waivers of transportation in kind shall not be permitted in cases of enlisted men about to be discharged upon the request of parents or guardians by reason of under-age enlistment.

(4) *Reports on men due for discharge.*—On the last day of each month commanding officers, having enlisted men in their command to be discharged on expiration of enlistment within six months and who would ordinarily be transferred in accordance with paragraph (1) above, will inform the Major General Commandant (if in the Department of the Pacific, the Commanding General, Department of the Pacific) of the names and dates of expiration of enlistment of such men, indicating those who desire to remain at their present stations and have extended their enlistments or executed waiver of travel allowance for this purpose, and those who do not desire to extend their enlistments or execute waiver of travel allowance in order to remain at their present station, in order that the Major General Commandant (or Commanding General, Department of the Pacific) may make the necessary arrangements for transfer.

(5) *Water transportation not available.*—In case there is no Government water transportation available discharge will be effected at place of duty and cer-

tificate entered on the N. M. C. 90 that the discharge at present post of duty is for the convenience of the Government.

(6) *To Mare Island for bad-conduct discharge.*—When a marine is transferred from any station outside the continental limits of the United States to the marine barracks, Mare Island, Calif., for bad-conduct or dishonorable discharge in accordance with the sentence of a court-martial, all business pertaining to such discharge shall be transacted as expeditiously as possible and in accordance with such procedure as may be prescribed by the Major General Commandant.

ARMY TRANSPORTS

4–10

(1) *Smallpox.*—Every detachment transferred from a post in the United States for embarkation in a United States Army transport will be provided with the certificate of a naval surgeon to the effect that its members have been duly inspected and are protected against smallpox.

(2) *Epidemic disease.*—In case an epidemic disease appears in any detachment of marines en route for embarkation on an Army transport, the commanding officer of the detachment will at once notify the senior Army surgeon at the place of sailing by telegraph. The commanding officer of the post from which the detachment leaves will direct the commanding officer of the detachment to carry this provision into effect should occasion arise.

4–11

(1) *Orders for transfer by transport.*—The officer transferring a detachment of enlisted men for embarkation on an Army transport will furnish the officer or enlisted man in charge with an order directing him to report to the transport quartermaster, and in all cases there will be included in the order a designation of the messes in which the men comprising the detachment are entitled to be subsisted.

(2) *Messes.*—Marines will be assigned to messes in accordance with Army Regulations 30–1220, as follows:

- (*a*) Ship's officers' mess; sergeants major, quartermaster sergeants, master technical sergeants, paymaster sergeants, first sergeants, gunnery sergeants, supply sergeants, drum majors, and staff sergeants. (C. M. C. M. 1.)
- (*b*) Troop mess: All other enlisted men of the Marine Corps, including prisoners, of whatever rank.
- (*c*) Hospital mess: All sick men of the Marine Corps, irrespective of rank, requiring special diet.

SEA AND FOREIGN SERVICE

4–12

It is imperative that, as far as practicable, the sea and foreign service of enlisted men of the Marine Corps be equalized. Commanding marine officers when detailing men for foreign service will not, without specific authority from the Major General Commandant, detail any man who has not at least 15 months to serve on his current enlistment, nor, in the case of reenlisted men, any man who within the preceding 12 months completed 15 months' sea or foreign service.

(2) When forwarding requests from men for sea or foreign duty, commanding officers in the Department of the Pacific will furnish information, if available, as to whether such men are eligible for sea or foreign duty under the preceding paragraph. (C. M. C. M. 1.)

OFFICERS' CHOICE OF STATION

4–13

Officers are afforded the opportunity, through the medium of official letters to the Major General Commandant, to indicate preference for duty and station prior to probable date of change of station.

PAYMENT OF MEN PRIOR TO TRANSFER

4–21

When men are to be transferred by transport which will consume considerable time in the voyage, the matter of paying them immediately prior to departure from port of embarkation will be given consideration by commanding officers and payment will be effected if the circumstances so warrant. (C. M. C. M. 1.)

tificate entered on the N. M. C. 90 that the discharge at present post of duty is for the convenience of the Government.

(6) *To Mare Island for bad-conduct discharge.*—When a marine is transferred from any station outside the continental limits of the United States to the marine barracks, Mare Island, Calif., for bad-conduct or dishonorable discharge in accordance with the sentence of a court-martial, all business pertaining to such discharge shall be transacted as expeditiously as possible and in accordance with such procedure as may be prescribed by the Major General Commandant.

ARMY TRANSPORTS

4–10

(1) *Smallpox.*—Every detachment transferred from a post in the United States for embarkation in a United States Army transport will be provided with the certificate of a naval surgeon to the effect that its members have been duly inspected and are protected against smallpox.

(2) *Epidemic disease.*—In case an epidemic disease appears in any detachment of marines en route for embarkation on an Army transport, the commanding officer of the detachment will at once notify the senior Army surgeon at the place of sailing by telegraph. The commanding officer of the post from which the detachment leaves will direct the commanding officer of the detachment to carry this provision into effect should occasion arise.

4–11

(1) *Orders for transfer by transport.*—The officer transferring a detachment of enlisted men for embarkation on an Army transport will furnish the officer or enlisted man in charge with an order directing him to report to the transport quartermaster, and in all cases there will be included in the order a designation of the messes in which the men comprising the detachment are entitled to be subsisted.

(2) *Messes.*—Marines will be assigned to messes in accordance with Army Regulations 30–1220, as follows:

- (*a*) Ship's officers' mess: Sergeants major, quartermaster sergeants, first sergeants, gunnery sergeants, and staff sergeants.
- (*b*) Troop mess: All other enlisted men of the Marine Corps, including prisoners, of whatever rank.
- (*c*) Hospital mess: All sick men of the Marine Corps, irrespective of rank, requiring special diet.

SEA AND FOREIGN SERVICE

4–12

It is imperative that, as far as practicable, the sea and foreign service of enlisted men of the Marine Corps be equalized. Commanding marine officers when detailing men for foreign service will not, without specific authority from the Major General Commandant, detail any man who has not at least 15 months to serve on his current enlistment, nor, in the case of reenlisted men, any man who within the preceding 12 months completed 15 months' sea or foreign service.

OFFICERS' CHOICE OF STATION

4–13

Officers are afforded the opportunity, through the medium of official letters to the Major General Commandant, to indicate preference for duty and station prior to probable date of change of station.

4–26

Blank forms.—In order that the pay accounts of marines who are being transported on board a naval vessel may be taken up for pay, the commanding officer or noncommissioned officer in charge of the detachment, when the voyage is more than 15 days' duration or when there is a probability of liberty being granted at ports en route, and where such detachment consists of five or more men, shall, prior to embarkation, supply himself with the necessary blank forms for submitting pay rolls. (See art. 30–73.) (C. M. C. M. 1.)

SERVICE-RECORD BOOKS AND HEALTH RECORDS

4–27

When marines are transferred to a naval vessel for transportation, or to a post for further transfer to a naval vessel for transportation, their service-record books and health records will accompany them. When the men go on board the vessel their service-record books shall be turned over to the commanding officer or noncommissioned officer in charge of the detachment, and shall be available for the purpose of preparing and verifying pay rolls. (C. M. C. M. 1.)

TRANSFERS BETWEEN EAST AND WEST COASTS AND TROPICS

4–29

Men transferred from the east coast to the west coast for duty or discharge, or to the Tropics for duty, will be ordered to marine barracks, naval operating base, Hampton Roads, Va., and men transferred from the west coast or Tropics to the east coast for duty or discharge will be ordered to the marine barracks, navy yard, Norfolk, Va., unless otherwise directed by the Major General Commandant. (C. M. C. M. 3.)

INSPECTION PRIOR TO TRANSFER

4–31

Prior to the transfer of a man or men for duty the post or subordinate commander, and the commander of the departing detachment, if any, will inspect the clothing and equipment of the man or men. Shortages of necessary articles will be filled in order that the men may leave for their duty properly outfitted. (C. M. C. M. 1.)

CHAPTER 5

OPERATIONS AND TRAINING

Section 1.—GENERAL

TRAINING OF OFFICERS, STAFF DETAILS

5–1

(1) Infantry is the foundation on which the military structure is builded. It is the first duty of every Marine officer, therefore, to make himself a good infantryman. This does not mean that it is necessary for officers to devote all of their time to the study of infantry tactics. During the years of peace officers have at their disposal ample time in which to become proficient in all branches of the profession of arms.

(2) Especially is it essential that officers should familiarize themselves with the duties of the military and administrative staffs. An efficient staff is of vital importance to the successful functioning of a military organization. Under the detail system all officers of the Marine Corps are eligible for temporary assignment to any of the staff departments in exactly the same manner as they are eligible for assignment to any other duty which the Marine Corps is required to perform. Their records as Marine officers, therefore, depend on the efficiency shown by them in the performance of both line and staff duties.

(3) In conformity with the principles enunciated in the preceding paragraphs the following policy will be followed, viz:

(*a*) All officers will be prepared for assignment to either line or staff duty.

(*b*) Approximately one-fourth of the officers detailed in each staff department will be relieved therefrom during each calendar year.

(*c*) Officers, after relief from staff details, will not again be detailed in a staff department ~~for a period~~ until after the expiration of at least two years.

(*d*) Officers below the grade of field officer, after relief from a detail in a staff department, will perform straight line duty with troops for a period of two years. This precludes their assignment during this period to duty as adjutant, acting assistant quartermaster, acting assistant paymaster, inspector, post-exchange officer, recruiting officer, aid-de-camp, permanent judge advocate of a general court-martial, or duty at Headquarters Marine Corps, or at any headquarters or staff office.

Officers below the grade of field officer,

(e) No officer below the rank of captain will be regularly detailed as a member of a staff department. Second lieutenants after three years' service as such, and first lieutenants are eligible for assignment for duty as adjutant, acting assistant quartermaster, acting assistant paymaster, post-exchange officer, recruiting officer, aid-de-camp, permanent judge advocate of a general court-martial, or to duty at Headquarters, Marine Corps, or at any headquarters or staff office. Second lieutenants will not be assigned to any of the abovementioned duties during the first three years of their service, but will be required to perform line duty with troops.

(4) Officers detailed in a staff department should give to the performance of staff duty the same initiative, industry, and energy as they give to the performance of line duty.

Broadly speaking, there is in the Marine Corps no separation of the line and staff. All are Marine officers, and all duties are Marine Corps duties.

REGULATIONS, ARMY, NAVY, WHEN GOVERNING

5–2

The exercises and formation of marines at parades, reviews, inspections, escort, guard mount, funerals, and the regulations prescribing salutes, shall be the same as those prescribed for the Navy. (See Landing Force Manual.) Subject to the foregoing, the infantry drill, marksmanship, and bayonet training for the Marine Corps shall be the same as that prescribed for the Army. Duties of sentinels and internal regulations for camp and garrison duties shall be similar to those prescribed for the Army.

DUTIES OF OFFICER OF THE DAY

5–3

(1) The officer of the day shall perform his duties in accordance with instructions and regulations established for the Army.

(2) He shall visit the guards and the sentinels at such times, during his tour of duty, as may be prescribed.

(3) He shall attend all roll calls, and at posts where there are no organized companies shall inspect the men at all mess formations.

(4) At the hour designated by his commanding officer, he shall thoroughly inspect the grounds, quarters, bakehouse, kitchen, mess room, cells, and sinks.

(5) In case of fire at the station, he shall immediately have the alarm sounded in the prescribed way, and inform the commandant of the station and his commanding officer and carry out the fire regulations of the station.

(6) He shall enter each day, in the sergeant of the guard's report book, the hours he visited sentries, and such other data as may be directed by his commanding officer.

(7) He shall carefully examine the sergeant of the guard's report book before guard mounting and have any errors therein corrected. After having assured himself as to its correctness and completeness, he shall make the following entry over his own signature: "I have personally examined this report and find it to be correct," and will present it at office hours to the commanding officer for his inspection.

5-4

(1) *Guard duty, drills, and ceremonies.*—The Secretary of the Navy, under date of December 24, 1920, promulgated the following as the Navy Department's policy concerning the marines assigned to navy yards and naval stations:

"The remainder of the Marine Corps shall be distributed among the navy yards and naval stations for guard duty, the number of marines assigned to each navy yard and station being based on the total number of marines available for guard duty and with special consideration of local conditions and requirements of guard duty. The complement of marine detachments of navy yards and naval stations will be made on the basis of five men per sentry post, plus the barracks detachment, plus five per cent, allowance for sick, absent, furlough, etc."

(2) To equalize guard duty and stabilize the routine of marine activities whose principal mission is guarding naval establishments and property therein, the Major General Commandant wishes to announce to all concerned the following:

(*a*) The proper performance of guard duty is paramount and every effort should be directed to indoctrinate this in the minds of officers and men. Schools for the instruction of the command in guard duty are prescribed as essential.

(*b*) Under these circumstances, drills and ceremonies are necessarily greatly reduced. The following is prescribed as a minimum for the daily routine:

A short setting-up exercise in the morning.

A minute and careful troop inspection of arms, equipment, clothing, and general appearance.

Troop inspection to be followed immediately by a short drill, about 30 minutes, usually in close order but varied as circumstances permit.

(*c*) Ceremonies will be confined to parades and formal guard mounts where the command is of sufficient size to carry them out, in which case one of each will be required weekly. Inspections by commanding officers and officers of the day will be as prescribed in article 590, Navy Regulations, 1920, and article 5-3, Marine Corps Manual. (See Art. 17-69.)

(*d*) It must be borne constantly in mind that the unit performing service duties (barracks detachment, service company or service unit) will be held at the absolute smallest requirements and all unnecessary overhead eliminated.

MILITARY SCHOOLS

5–5

(1) *Policy.*—The following is the policy of the Marine Corps in connection with the military schooling of commissioned and warrant officers. All officers connected with the administration of such schooling will cooperate in the endeavor to obtain the desired results.

(2) The principal agency for such military schooling will be the Marine Corps schools.

(3) *Courses.*—The Marine Corps schools will conduct three regular courses for commissioned officers: (1) The basic course; (2) the company-officers' course; and (3) the field-officers' course.

(4) *Basic course.*—All second lieutenants will be given the basic course as soon as practicable after appointment. The membership of each class in the basic course may include several marine gunners, as they are frequently called upon to perform the duties of lieutenants of companies.

(5) *Company-officers' course.*—All lieutenants will be given the company-officers' course when practicable before becoming due for promotion to the grade of captain, except those who shall have had the benefit of equivalent schooling theretofore. In addition, all captains who have not had the benefit of equivalent schooling will be given the company-officers' course when the exigencies of the service permit. Occasionally a marine gunner may be designated to take this course.

(6) *Field-officers' course.*—All captains will be given the field-officers' course when practicable before becoming due for promotion to the grade of major, except those who shall have had the benefit of equivalent schooling theretofore. In addition, all lieutenant colonels and majors who have not had the benefit of equivalent schooling will be given the field-officers' course when the exigencies of the service permit.

(7) *Infantry School, Camp Benning, Ga.*—In lieu of taking the company-officers' course of the Marine Corps schools, a limited number of captains and senior first lieutenants who are graduates of the basic course or have had equivalent schooling may be assigned to take the company-officers' course at the Infantry School, Camp Benning, Ga. Similarly a limited number of field officers and senior captains may be assigned to take the field-officers' course at the Infantry School.

(8) *The general service schools; the Command and General Staff School; Army War College.*—A limited number of the field-officer graduates of the field-officers' course of either the Marine Corps schools or the Infantry School may be assigned to take the course at the Command and General Staff School, Fort Leavenworth, Kans. A limited number of field officers may be selected to take the course at the Army War College, Washington. These officers will, if practicable, be graduates of the Army General Staff School.

(9) *Naval War College.*—A limited number of officers above the grade of captain who are graduates of one of the prescribed field-officers' courses or have

had equivalent schooling may be assigned to take the course at the Naval War College, Newport, R. I. The Naval War College also provides a junior course of instruction which may be taken as a correspondence course. It has not been the policy of the Marine Corps to detail officers to the War College to take this course, but enrollment is open to officers who wish to take the course by correspondence.

(10) *Army artillery schools.*—A limited number of officers may be assigned to take the battery-officers' or the field-officers' course at the artillery schools of the Army. Such officers will be selected from graduates of the company-officers' course, Marine Corps schools, or from field officers, captains, and senior first lieutenants with equivalent schooling, depending upon the artillery course which they are to take.

(11) *Chemical Warfare School, Signal Corps School, Army.*—A limited number of officers may be assigned to take courses in other special service schools of the Army where courses are open to officers of the Marine Corps by courtesy of the Army, such as the Chemical Warfare School and the Signal Corps School. Such officers will be selected from senior first lieutenants and captains who are graduates of the company-officers' course, Marine Corps schools, or who have had equivalent schooling. Marine gunners may be designated to take courses in schools whose courses of instruction are appropriate to their duties.

(12) *Other military schools, Naval Aviation School.*—Assignments to other military schools which may be available for commissioned officers of the Marine Corps, as, for instance, Naval Aviation School, will be confined to those who shall have had the requisite schooling in infantry subjects, for their respective ranks as herein indicated. In every such case the beneficial results to the service to be expected will be the determining factor.

(13) *Office of Judge Advocate General.*—Junior officers with comparatively short commissioned service will not be assigned to duty in the Office of the Judge Advocate General of the Navy.

(14) *Object.*—The particular object of the policy in question is to assure and hasten the military schooling of the commissioned personnel as a whole, as opposed to the more comprehensive schooling of a small minority, and to assure to each officer basic schooling according to his rank, in connection with the main requirement that marines be excellent infantrymen trained as well to serve at sea. At the same time it is not proposed to overlook opportunities for additional schooling whereby officers may not only specially educate themselves in particular military subjects, but also extend their general military education.

(15) *Enlisted personnel.*—It is also the policy of the Marine Corps to afford schooling for certain of the enlisted personnel when appropriate and practicable. This schooling is supplementary to the regular courses of training prescribed for all marines and is in the nature of preparation for detail to duties of a special nature.

(16) *Marine Corps schools for enlisted personnel.*—The Marine Corps maintains schools for instruction in radio operation, auto mechanics, cooking and baking, clerical work, quartermaster administration, and ordnance. There are

seagoing schools for the training of men for sea duty. Courses of instruction are also given to classes of candidates for appointment to the United States Naval Academy and candidates for commissions in the United States Marine Corps.

(17) *Army and Navy schools.*—Enlisted men may be detached, when opportunity permits, to take courses of instruction in schools maintained by the Army or Navy, such as the Army Motor Transport School, the Chemical Warfare School, and the Navy School in Aviation.

MARINE CORPS INSTITUTE

5–6

(1) ***Enrollment.***—Officers and enlisted men desiring to enroll as students in the Marine Corps Institute, or wishing information relative to the courses offered, should communicate through their commanding officer direct with the Director, Marine Corps Institute, Marine Barracks, Washington, D. C. Upon the receipt of inquiries or requests for enrollments, the director of the institute will forward all information and necessary enrollment papers to the applicant via his commanding officer.

(2) ***Correspondence.***—After enrollment, correspondence with regard to the course will be carried on direct between the director of the Marine Corps Institute and the student.

(3) ***Diploma.***—When a student satisfactorily completes a course in the Marine Corps Institute, a diploma or certificate will be awarded and transmitted to the student via his commanding officer, by the director. The commanding officer will make an appropriate entry in the service-record book of the man concerned, showing course satisfactorily completed and date of completion. The presentation of a diploma should be an occasion of ceremony.

SCHOOL FOR BAKERS AND COOKS

5–8

(C. M. C. M. 4)

(1) The school for bakers and cooks is at the marine barracks, Parris Island, S. C. This school is considered a training agency for the entire Marine Corps under the supervision of the Major General Commandant.

(2) The purposes of the school are to train enlisted men in the duties of bakers, cooks, and mess sergeants and to standardize the handling of the ration throughout the entire Marine Corps.

(3) The school includes the following-named departments and courses:

- (*a*) Department of baking—bakers' course.
- (*b*) Department of cooking—cooks' course.
- (*c*) Mess sergeants' course. For noncommissioned officers and enlisted men who are graduates of the bakers and cooks' school, or who have served satisfactorily as rated cooks.

(4) *Classes.*—A class in each of the courses commences on approximately the first day of each month. Courses (*a*) and (*b*) are of four months' duration; course (*c*) one month. Recruits detailed as students in courses (*a*) and (*b*) who are waiting for the first of the month in order to commence their courses will be available for the duties and instructions prescribed for the seventh and eighth weeks of recruit training.

(5) *Commanding officer.*—The Major General Commandant will detail an officer as the commanding officer of this school. The commanding officer of the school will submit monthly reports showing the names of students joining, markings, and progress, and those qualified and available for transfer and all separations from the student body.

(6) *Allotments of students.*—The Major General Commandant will establish from time to time the quota of recruits to be assigned as students in baking and cooking. Commanding officers of posts and organizations may be authorized by the Major General Commandant to send enlisted men to take any course provided at the school. The vacancy created by the detail of a mess sergeant, cook, or baker to this school from another post may be temporarily filled by a graduate of the bakers and cooks' school upon request of the commanding officer of the post concerned.

(7) *Selection of students.*—Selection will be made from men of excellent character who are well grounded in reading, writing, and arithmetic, and who are applicants for such detail. An application will include:

- (*a*) A statement as to the course of training desired.
- (*b*) A surgeon's certificate of good health showing specifically—
  - (1) No communicable disease.
  - (2) Wassermann test negative.
  - (3) Typhoid and paratyphoid prophylaxis completed.

(8) *Completion of courses.*—(*a*) Upon completion of courses suitable certificates will be awarded and suitable entries made in service-record books.

(*b*) Students who are unable to qualify within the normal length of the course, but who have nevertheless demonstrated fitness for the work, may, with the approval of the commanding general, marine barracks, Parris Island, be retained for additional instruction for a period of one month to enable them to qualify.

(9) *Requests for graduates.*—Commanding officers of posts and organizations will make formal request to the Major General Commandant for graduate cooks, bakers, and mess sergeants should they desire to fill vacancies occurring in their complements.

Section 2.—MARKSMANSHIP

General Instructions

5–11

(1) ***Courses adopted.***—Army Training Regulations, No. 150–10 for the rifle, No. 150–20 for the pistol, No. 150–30 for the automatic rifle, No. 150–35 for the machine gun, No. 150–40 for the Infantry howitzer, including both the 37-millimeter gun and the 3-inch mortar, and No. 50–25 for the bayonet, are adopted by the Marine Corps for instruction and qualification in these weapons. (C. M. C. M. 1.)

(2) The course prescribed in Army Training Regulations for the pistol shall be fired each year by all officers of the line of the Marine Corps of and below the rank of major, all enlisted men above the rank of sergeant and all field musics. Other officers are authorized but not required to fire the pistol course. All other enlisted men (except members of the Marine Band, and messengers and clerks stationed in offices at headquarters, at depots of supplies, and in other staff offices) shall fire the pistol course once during an enlistment; and after firing the regular pistol course once shall fire a modified pistol course once each year thereafter in accordance with instructions published in Marine Corps Orders. (C. M. C. M. 3.)

ing each enlistment, and will be awarded insignia upon qualification. Extra compensation will not be paid for qualification with the pistol.

5-12

Preliminary instruction.—Commanding officers will take steps to have all men thoroughly instructed in the preliminary drills in part 1 of the Marine Corps Score Book and Rifleman's Instructor and in Army Training Regulations No. 150-10, and wherever practicable an officer will be detailed to supervise this instruction. It has been found that men from posts where attention is given to the preliminary drills qualify in large numbers, while the percentage of men qualifying from posts where this important work is neglected is small. All the preliminary drills, including instruction in part 1 of the Marine Corps Score Book and Rifleman's Instructor and Army Training Regulations for the rifle and gallery practice, simulating range firing in all its details to the greatest possible extent, can be carried on during the winter months with profitable results.

5-13

Instruction before arming with pistol.—Men will not be armed with automatic pistols until after they have received a thorough course of pistol instruction and drill and have fired the Navy pistol course or the course prescribed in Army Training Regulations for the pistol.

5-14

Ammunition.—At shore stations the oldest ammunition on hand will be used in preliminary and combat practice and in record firing, except in such instances as the commanding officer of the post where the firing is held may grant permission, by reason of a decided inferiority of the ammunition concerned, to use a later manufacture for record firing.

5-15

The practice season for the Marine Corps will be from January 1 to December 31, inclusive, of each year.

5-16

(1) *Record course to be fired each year.*—Every man should fire the record course each year. A commanding officer, upon receiving the information that the rifle range to which he is required to send the men of his command for qualification is open, is authorized to communicate with this range direct and to arrange for the transfer of such members of his command as are available for target practice. The detachments sent from each post should be of such size as will enable the men of the command to complete the target firing about one month before the probable closing date for the rifle range. The last

month will be used to fire such men as have joined during the season and such other men as have not been able to fire before that time. No officer or man may fire the record course with the same type arm for qualification more than once during any target year; this also applies to reenlisted men who have fired the course during the target year in which they were discharged.

(2) *Rifle used at target practice.*—Each man will be required to use his own rifle at target practice. Any rifle the shooting qualities of which are poor will be exchanged for a good rifle.

(3) *Transportation.*—Where ranges are located at points distant from stations, commanding officers, for the purpose of holding regular practice under Training Regulations No. 150–10 or under Firing Regulations for Small Arms, United States Navy, are authorized to direct post quartermasters to furnish the necessary transportation to officers and enlisted men, and to order the travel necessary. For the purposes mentioned, officers will generally perform travel with troops, and no orders for the above purposes issued by commanding officers to officers will entitle them to mileage unless such orders are approved by the Major General Commandant.

5–17

Officers required to fire.—All officers of the line of the Marine Corps below the grade of major, and all majors with less than 15 years' total service, will be required by commanding officers to fire, once a year, the rifle course prescribed by Army Training Regulations 150–10 and the Navy course as prescribed in Firing Regulations for Small Arms, United States Navy. In addition thereto, commanding officers will require all officers of the line of the Marine Corps, of and below the grade of major, to fire the pistol course prescribed by Army Training Regulations 150–20. An officer who, throughout the target practice season, is in command of a post at which no other officer is stationed and at which there is no range, will not be required to fire but may do so if practicable and he can be spared from his regular duties for a sufficient length of time. Officers not mentioned above are authorized, but not required, to fire the courses for qualification not in excess of the number of times prescribed.

5–18

Duration of officer's qualification.—The qualification of an officer remains in effect for the same period of time as that of an enlisted man.

5–19

(1) *Report; service-record book entries.*—As soon as a number of officers and men have completed firing the record practice of the Army rifle course, their qualification, if any, the total score, the date of completion of firing, and the range upon which firing is held, will be reported ~~in duplicate~~ to the Major General Commandant, and the same facts will be entered in the service-record book of each man concerned, and such entries will be signed by the custodian

of the service-record book or the officer in charge of the range practice. Similar reports will be made in the cases of officers and men who have completed firing the record practice of the Army pistol course; the number of those who have fired and failed to qualify will be entered but their names and the scores made by them need not be shown. A brief entry regarding the firing of the pistol course will be made on page 17 of the service-record book under Small Arms and Gunnery Prizes, thus: "Army Pistol Course ——— (date) ——— (E, Ss, Mm., or Unq.) ——— (score) ——— (I. I. or I. N. I.) ——— (initials of custodian of service-record book or the officer in charge of range practice)."

(2) ***Partial firing.***—If a marine has not completed the firing begun on the regular course, such partial firing will not be entered in his service-record book.

(3) The following shall be noted in the service-record book and on the discharge certificate of the man concerned:

(*a*) Membership on Marine Corps rifle (pistol) team in national match, either as captain, coach, spotter, principal, or alternate, thus: "Participated as (captain, coach, spotter, principal, or alternate) on Marine Corps rifle (pistol) team in national team match at ——— (place), ——— (date)." "Awarded national team match medal for membership on (first, second, third, etc.) team" (if such is the case).

(*b*) Winning a prize in the national rifle (pistol) individual match, thus: "Awarded (first, second, third, etc.) prize (gold, silver, or bronze) medal or badge, national rifle (pistol) individual match at ——— (place), ——— (date)."

(*c*) Winning a prize in the Marine Corps match, an individual match, subscribed for by the officers of the Marine Corps, thus: "Awarded (number) prize, Marine Corps match (individual) at ——— (place), ——— (date)."

(*d*) Membership on Marine Corps teams corresponding to the departmental teams authorized in Training Regulations No. 150–10, thus: "Awarded (gold, silver, or bronze) medal or badge for (first, etc., to twelfth) place on Marine Corps team, ——— (date). Competition held at ——— (place)."

(*e*) "Awarded distinguished marksman's badge, 19——, by reason of holding following medals ———."

(*f*) Classification of expert rifleman, sharpshooter, or marksman under Army course.

(4) The captain of the Marine Corps rifle team is charged with the duty of furnishing the information under heads (*a*), (*b*), and (*c*) to the Major General Commandant.

5–20

Small-arms firing, Navy.—For practice under the Firing Regulations for Small Arms, United States Navy, records will be kept and reports submitted as required therein.

5-21

~~(1) *Officers to be present.*—When record practice under Training Regulations 150-10 is held an officer will be present at the targets, if practicable, to supervise the marking. When no officer is available for this duty the officer in charge of the firing will take such precautions as may be in his power to insure fair and accurate marking.~~

~~(2) The presence of an officer at the firing point during record firing will never be dispensed with, and the officer should preferably be the company commander or other officer responsible for the instruction of the men.~~

5-22

INSIGNIA

~~(1) An officer or man will be furnished appropriate insignia for first qualification, either with the rifle or pistol, as expert, sharpshooter, or marksman. Headquarters will furnish each post and organization ashore and each detachment afloat with an annual supply of these insignia.~~

~~(2) Upon the original qualification of an officer or man in a new grade his commanding officer will issue appropriate insignia, and in the case of the rifle will make notation in ink or with stamp on page 16 of the enlisted man's service-record book, under the heading "Date insignia delivered," as follows: "I. I.," to cover issue of insignia, and "I. N. I." where issue is not made because the man is not entitled thereto, having previously qualified in the same grade. In the case of the pistol entry will be made as required in article 5-19 (1). Should the supply of insignia become temporarily exhausted, notation in the service-record book will be deferred until issue can be made.~~

~~(3) Insignia thus issued will be dropped from the property accounts of accounting officers on the certificate of issue signed by the commanding officer. This may be in the form of a letter to the accounting officer directing the issue of the required number of insignia.~~

~~(4) When an officer or man requalifies three times (not necessarily consecutive) with either the rifle or the pistol, as expert, sharpshooter, or marksman, he will be awarded additional bars bearing the years in which the qualifications were made. Applications from officers and men entitled to a requalification bar will be made to Marine Corps Headquarters, giving the years the requalifications were made and whether the bar is intended for the new or the old style insignia. (See A. R. 600-35 (42) and A. R. 600-40 (49-b-2).)~~

PRIZES

5-23

~~(1) When men entitled to prizes are transferred, or when their pay accounts are closed for discharge, before the prizes are paid, or credited on the pay rolls, the fact will be noted in the service-record book, and the prizes will be credited at their new station or included in the amount paid on discharge. In~~

5–21

(1) *Officers to be present.*—When record practice under Training Regulations 150–10 is held, at least one officer will be present at the targets to supervise the marking. Preferably not more than every four, and in no event more than eight, targets will be supervised by one officer. An officer commanding a post where no other officer is available for record target practice at that post will make request by letter to the Major General Commandant for the temporary detail to his post of an officer to supervise targets during record target practice, stating in said request the probable date and period of time the services of such officer will be required. (C. M. C. M. 4.)

(2) The presence of an officer at the firing point during record firing will never be dispensed with, and the officer should preferably be the company commander or other officer responsible for the instruction of the men.

INSIGNIA

5–22

(1) An officer or man will be furnished appropriate insignia for first qualification, either with the rifle or pistol, as expert, sharpshooter, or marksman. Headquarters will furnish each post and organization ashore and each detachment afloat with an annual supply of these insignia. Bars for qualification with the bayonet will be issued only to those holding a basic (expert, sharpshooter, or marksman) badge, or to those obtaining a basic badge subsequent to qualifying with the bayonet. (C. M. C. M. 4.)

(2) Upon the original qualification of an officer or man in a new grade his commanding officer will issue appropriate insignia, and in the case of the rifle will make notation in ink or with stamp on page 16 of the enlisted man's service-record book, under the heading "Date insignia delivered," as follows: "I. I.," to cover issue of insignia, and "I. N. I." where issue is not made because the man is not entitled thereto, having previously qualified in the same grade. In the case of the pistol entry will be made as required in article 5–19 (1). Should the supply of insignia become temporarily exhausted, notation in the service-record book will be deferred until issue can be made.

(3) Insignia thus issued will be dropped from the property accounts of accounting officers on the certificate of issue signed by the commanding officer. This may be in the form of a letter to the accounting officer directing the issue of the required number of insignia.

(4) When an officer or man requalifies three times (not necessarily consecutive) with either the rifle or the pistol, as expert, sharpshooter, or marksman, he will be awarded additional bars bearing the years in which the qualifications were made. Applications from officers and men entitled to a requalification bar will be made to Marine Corps Headquarters, giving the years the requalifications were made and whether the bar is intended for the new or the old style insignia. (See AR 600–35 (43) and AR 600–40 (49).

PRIZES

5–23

(1) When men entitled to prizes are transferred, or when their pay accounts are closed for discharge, before the prizes are paid, or credited on the pay rolls, the fact will be noted in the service-record book, and the prizes will be credited at their new station or included in the amount paid on discharge. In other cases the notation of the award of prizes will not be made in the service-record book.

(2) In addition to the prizes awarded from public funds there may be appropriated from the exchange, amusement, or other fund in the regular manner, other prizes for marksmanship competitions, either rifle, pistol, gallery, machine gun, field pieces, automatic guns or marksmanship tests of any kind except record target practice with the service rifle. Officers are not debarred from these competitions and may be granted prizes therein. In like manner, matches may be arranged and prizes paid from funds received by donation, voluntary entrance fees, or from any other proper source, except that no prizes will be given in record target practice with the service rifle. (C. M. C. M. 4.)

other cases the notation of the award of prizes will not be made in the service-record book.

~~(2) In addition to the prizes awarded from public funds there may be appropriated from the exchange, amusement, or other fund in the regular manner other prizes for marksmanship competitions, either rifle, pistol, gallery, machine gun, field pieces, automatic guns, or marksmanship tests of any kind. Officers are not debarred from these competitions and may be granted prizes therein. In like manner matches may be arranged and prizes paid from funds received by donation, voluntary entrance fees, or from any proper source.~~

(3) Prizes for excellency in gunnery exercise and target practice, both afloat and ashore, will be awarded and paid to enlisted men of the Marine Corps, in like manner, in the same amounts, and under the same conditions as to enlisted men of the Navy.

(4) For instructions regarding the awarding and payment of prizes for excellence in gunnery exercise and target practice, see Small Arms Firing Regulations, United States Navy.

(5) A gunnery prize awarded to an enlisted man of the Marine Corps is neither pay nor an allowance and, accordingly, is not forfeited by a court-martial sentence imposing loss of pay and allowances. (22 Comp., 470, Mar. 18, 1916.)

RIFLE AND PISTOL COMPETITIONS

5–24

(1) *Kind of competitions.*—The following rifle and pistol competitions will be held each year at such times as may be designated by the Major General Commandant: Eastern Division rifle and pistol competitions at Quantico, Va.; Southeastern Division rifle and pistol competitions at Parris Island, S. C.; Western Division rifle and pistol competitions at San Diego, Calif.; West Indies Division rifle and pistol competitions at Guantanamo Bay, Cuba; Marine Corps rifle and pistol competitions at Quantico, Va.; Elliott Trophy match at Quantico, Va.; San Diego Trophy match at San Diego, Calif.; Lauchheimer Trophy match at Quantico, Va.

(2) *Eligibility.*—All officers and enlisted men, except distinguished marksmen and distinguished pistol shots, are eligible to participate in division and Marine Corps rifle and pistol competitions. Commanding officers, in making selections, should give due regard to steadiness, good soldierly habits, and conduct, as well as to excellence in marksmanship, and all men whose past performances or range records for the current year indicate their proficiency should be given an opportunity to qualify as competitors.

(3) *Transfer of enlisted competitors.*—Upon receipt of authorization from the Major General Commandant to send men to compete in division rifle and pistol competitions, commanding officers will select the men they desire, within the prescribed quota, and transfer them to the place of competition without further reference to headquarters. Such transfers will be complete and the staff returns of the men concerned will be forwarded to the post where the

competitions are to be held. Immediately following such transfers report thereof will be made showing the names of the men thus transferred.

(4) *Transfer of officers.*—Commanding officers desiring to send officers of their commands to the competitions will telegraph their names to the Major General Commandant and request orders. Officers sent to competitions will be in addition to the quotas assigned the various posts. The detail of officers to attend is desirable and should be made wherever practicable.

(5) *Distinguished rifle and pistol shots,* while not eligible to shoot for medals in division and Marine Corps rifle and pistol competitions, should be encouraged to shoot for places in order that they may be considered in connection with assignment to the team squad and the award of the Lauchheimer Trophy. Scores made by distinguished rifle and pistol shots will be included in the official report of competitions. Men in the distinguished class, when sent to competitions, will be in addition to the quotas assigned the various posts.

(6) *Officers in charge.*—The officer in charge of each competition will be designated by the Major General Commandant, and the competitions will be conducted in accordance with the general provisions outlined in Section VIII of Training Regulations 150-10 for the rifle, and instructions contained in Training Regulations 150-20 for the pistol, and such special instructions as may be issued from Headquarters, Marine Corps.

(7) *Preliminary practice.*—In order that no officer or enlisted man may be handicapped by lack of practice, competitors will be sent to the place of competition at least one week in advance of the date set for the beginning of the competition proper for preliminary shooting.

(8) *Arms.*—The United States magazine rifle, model of 1903, and the Colt automatic pistol, caliber .45, will be used in all rifle and pistol competitions. Alterations in these arms as issued or the use of special sights will not be permitted except that during competitions and any practice preliminary thereto the rifle may be provided with any size peep sight and a suitable front sight, provided such sights are those designed by the United States Army for use with the rifle as now issued. Except as specified above, rifles will be provided with the No. 10 front and rear sights. In all firing, both preliminary and in competition proper, either the peep or open sight may be used.

(9) *Ammunition.*—Standard service rifle and pistol ammunition, of the same lot if possible, will be issued by the officer in charge of the competition and will be used by all competitors.

(10) *Uniform.*—In all rifle and pistol competitions uniform clothing and field belts will be worn. The use of leggings will be optional.

(11) *Rapid fire.*—In rapid fire all loading will be from the belt.

(12) *Reports.*—As soon as possible after the completion of competitions officers in charge will prepare reports and submit them to the Major General Commandant, showing the names of officers and enlisted men entered, medals awarded and to whom, dates of enlistment, together with such remarks and recommendations as may be deemed pertinent. These reports will also show the scores of each competitor at each range fired, and the total scores at all

ranges. The scores of distinguished marksmen and distinguished pistol shots will be shown at the bottom of the reports.

(13) *The presentation of medals* will be made, when practicable, at the close of competitions and will be conducted with the ceremony and formality warranted by the importance of the occasion.

(14) *Method of procedure.*—The officers in charge of the various competitions will prescribe rules for marking and scoring, settling protests, etc., and the general method of procedure of the competitions, which will be as nearly as possible the same as those prescribed for competitions in Training Regulations 150–10 and 150–20.

(15) *Assignment to relays and targets.*—In division and Marine Corps rifle and pistol competitions competitors will be reassigned to relays and targets after each stage is fired, in the order of their standing in the preceding stage.

(16) Whenever a competition is not completed in one day, the day's firing will cease at the completion of a stage in order that each stage may be completed for the competitors under as nearly the same conditions as possible. (C. M. C. M. 5.)

DIVISION RIFLE COMPETITIONS

5–25

(1) *Entry list.*—The number of entries, commissioned and enlisted, in each division rifle competition shall be determined each year by the Major General Commandant. The entries will, in all cases, be those men representing the quotas assigned the various posts by the Major General Commandant. If for any reason it is found impracticable to assemble the prescribed quota of enlisted men, commanding officers will inform the Major General Commandant by wire, and the competition will be delayed pending the receipt of instructions.

(2) *The preliminary practice course* will be the same as the National Rifle Team Match course, and will be fired at least once by each entrant prior to the firing of the competition proper.

(3) *The competition proper* will consist in twice firing the National Rifle Team Match course, and will be fired during a period of two days. (C. M. C. M. 5.)

(4) *Stages.*—The order of sequence in firing will be determined by the officer in charge of the competitions.

(5) *Badges.*—Gold, silver, and bronze badges, in numbers to be determined by the Major General Commandant, will be awarded the enlisted competitors making the highest scores in each division rifle competition. The badge winners shall comprise the division rifle team. Commissioned competitors (except distinguished marksmen) making a score equal to that of any enlisted competitor winning a badge shall receive a badge similar in all respects to that awarded the enlisted man, and be carried as extra numbers on the division rifle team.

MARINE CORPS RIFLE COMPETITION

5-26

(1) ***Eligibility.***—Only those officers and enlisted men who were awarded badges as a result of division rifle competitions fired prior to the Marine Corps rifle competition and in the same calendar year, distinguished marksmen, and such officers and men as may be specially designated by the Major General Commandant shall be eligible to enter this competition. Officers and men who have been selected to compete in the Marine Corps pistol competition are eligible to enter the Marine Corps rifle competition, to fire for score only, to be considered in connection with the award of the Lauchheimer Trophy.

(2) ***Transfers.***—Upon the completion of each division competition the name of the commissioned competitors winning places in these competitions will be telegraphed to Headquarters, Marine Corps, with the request for further instructions. Upon the receipt of this telegram orders will be issued to transfer such of these officers as may be considered available to Quantico to participate in the Marine Corps competition. Commanding officers under whose jurisdiction each division competition is held are authorized to direct the post quartermasters to furnish the necessary transportation to all enlisted competitors winning badge places in the division competition, together with such commissioned competitors as may be directed by Headquarters, Marine Corps, and to order the travel necessary. Transfers of such enlisted competitors will be complete and their staff returns will be forwarded to Quantico. Men who fire in division competitions and fail to win places will be transferred back to their former stations by the commanding officer under whose jurisdiction the competition was held. Immediately following such transfers report thereof will be made showing the names of the men thus transferred. Upon completion of the Marine Corps rifle and pistol competitions and of the try-outs for the Marine Corps rifle and pistol teams the commanding officer at Quantico will report to Headquarters, Marine Corps, the names of all unsuccessful competitors with the request for further instructions. Whenever practicable and desirable, competitors who are not selected for the Marine Corps rifle and pistol team will be returned to their original stations.

(3) ***Preliminary practice*** for the Marine Corps rifle competition will be the same as that prescribed for division rifle competitions, and will be fired at least one time by each competitor prior to the competition proper.

(4) ***Competition proper.***—The course prescribed for division rifle competitions will be fired.

(5) ***Stages.***—The Marine Corps rifle competition will be fired by stages in the same manner as division rifle competitions.

(6) ***Badges.***—Gold, silver, and bronze badges, in numbers to be determined by the Major General Commandant, will be awarded to the enlisted competitors making the highest scores in this competition. The badge winners will be assigned to the Marine Corps team squad for further training, with a view to their participation in the national matches if found qualified. Commissioned

competitors (except distinguished marksmen) making a score equal to that of any enlisted man winning a badge will receive a badge similar in all respects to that awarded the enlisted man, and where possible will be assigned to the Marine Corps team squad.

ELLIOTT TROPHY MATCH

5–27

(1) *Eligibility.*—Each post in the Marine Corps east of the Mississippi River with an authorized strength of 50 or more men is eligible to enter a team of not more than 8 firing members in this competition, and shall enter such a team when authorized to do so by the Major General Commandant, who will determine which posts are to compete and the number of members on each team. Distinguished marksmen and officers may compete in this match on even terms with other participants, no restriction being imposed upon them because of the fact that they are distinguished in the use of the rifle, but former members of a National Match team may not compete. Team captains shall certify to the eligibility of their teams to the officer in charge before the match.

(2) *Time.*—The Elliott Trophy match will be held each year on the rifle range at Quantico, Va., immediately following the Marine Corps competitions. Participants in division and the Marine Corps rifle and pistol competitions shall be eligible to fire in this match as members of the team representing their respective posts. The membership of each post team, however, is a matter for each commanding officer to determine.

(3) *The competition proper* shall consist in once firing the National Rifle Team Match course. (C. M. C. M. 5.)

(4) *Award.*—The team attaining the highest aggregate score in this competition will be awarded the Elliott Trophy, which shall be engraved with the name of the post represented by the winning team and be held by the commanding officer of such post until the next competition is held.

SAN DIEGO TROPHY MATCH

5–28

(1) *Eligibility.*—Each Marine Corps post on the west coast of the United States with an authorized strength of 50 men or more, and the Expeditionary Forces at San Diego and Marine Barracks, Naval Station, Pearl Harbor, Hawaii, is eligible to enter a team of not more than eight firing members in this competition, and shall enter such a team when authorized to do so by the Major General Commandant, who will determine which posts are to compete and the number of members on each team. Distinguished marksmen and officers may compete in this match on even terms with the other participants, no restriction being imposed upon them because of the fact that they are distinguished in the use of the rifle, but former members of a National Match

team may not compete. Team captains shall certify to the eligibility of their teams to the officer in charge before the match.

(2) *Time.*—The San Diego Trophy match will be held each year on the rifle range at San Diego, Calif., immediately following the Western Division competition. Participants in the division competitions, both rifle and pistol, shall be eligible to fire in the match as members of the teams representing their respective posts. The membership of each post team, however, is a matter for each commanding officer to determine.

(3) *The competition proper* shall consist in once firing the National Rifle Team Match course. (C. M. C. M. 5.)

(4) *Award.*—The team attaining the highest aggregate score in this competition will be awarded the San Diego Trophy, which shall be engraved with the name of the post represented by the winning team, and be held by the commanding officer of such post until the next competition is held.

(5) *Transfers.*—Members of the winning team will be transferred to Quantico, Va., along with the badge winners of the Western Division Rifle and Pistol Competitions, for participation in the try-outs at that post for the Marine Corps team.

DIVISION PISTOL COMPETITIONS

5–29

(1) *Entry list.*—The number of entries, commissioned and enlisted, in each division pistol competition shall be determined each year by the Major General Commandant. The entries will, in all cases, be those men representing the quotas assigned the various posts by the Major General Commandant. When commanding officers so desire, the entire quota for the pistol competition, or any part of it, may be comprised of men selected to represent their posts in the division rifle competition. If, for any reason, it is found impracticable to assemble the prescribed quota of enlisted men, commanding officers will inform the Major General Commandant by wire and the competition will be delayed pending the receipt of instructions.

(2) *The preliminary course* as outlined in Training Regulations 150–20 for the pistol will be fired at least one time by each entrant prior to the firing of the competition proper.

(3) *The competition proper* will consist of the firing by each competitor of the course prescribed for preliminary practice, except that the course will be fired through twice.

(4) *Badges.*—Gold, silver, and bronze badges, in numbers to be determined by the Major General Commandant, will be awarded the enlisted competitors making the highest scores in each division pistol competition. The men winning badges shall comprise the division pistol team. Commissioned competitors making a score equal to that of any enlisted competitor winning a badge shall receive a badge similar in all respects to that awarded the enlisted man, and be carried as extra numbers on the division pistol team.

MARINE CORPS PISTOL COMPETITION

5–30

(1) *Eligibility.*—Only those officers and enlisted men who were awarded badges as a result of division pistol competitions fired prior to the Marine Corps pistol competition and in the same calendar year, distinguished pistol shots, and such officers and men as may be specially designated by the Major General Commandant, will be eligible to enter this competition. Officers and men who have been selected to compete in the Marine Corps rifle competition are eligible to enter the Marine Corps pistol competition to fire for score only, to be considered in connection with the award of the Lauchheimer Trophy.

(2) *Transfers.*—The transfers of badge winners in the division pistol competitions will be effected in the same manner as prescribed above for badge winners in the division rifle competition.

(3) *Preliminary practice* for Marine Corps pistol competition will be the same as that prescribed for division pistol competitions, and will be fired at least one time by each competitor prior to the competition proper.

(4) *Competition proper.*—The course prescribed for division pistol competitions will be fired.

(5) *Badges.*—Gold, silver, and bronze badges, in numbers to be determined by the Major General Commandant, will be awarded the enlisted competitors making the highest scores in the Marine Corps pistol competition. These men shall be assigned to the Marine Corps team squad for further training, with a view to their participation in the National matches if found qualified. Commissioned competitors (except distinguished pistol shots) making a score equal to that of any enlisted competitor receiving a badge shall be awarded a badge similar in all respects to that awarded the enlisted men, and, where possible, will be assigned to the Marine Corps team squad.

LAUCHHEIMER TROPHY MATCH

5–31

(1) *Conditions of award.*—The Lauchheimer Trophy will be awarded annually to the officer or enlisted man who makes the highest final score, computed in accordance with the formula given below, with both rifle and pistol during the Marine Corps competitions.

(2) *Men in distinguished class.*—Distinguished marksmen and distinguished pistol shots are eligible to receive this trophy, and the scores made by them while shooting in Marine Corps competitions will be considered in connection with its award.

(3) *Method of determining the winners.*—The competitor having the highest final score, which is the sum of his total scores in the rifle and pistol competitions, will be declared the winner and will receive a gold medal and a

letter of commendation from the Major General Commandant. In the event that there is a tie the competitor of those tied having the highest total scores in the rifle competition will be considered the winner. Should a tie still exist, the competitor of those tied having the highest total scores with the rifle at 1,000 yards will be the winner. In the event that there is still a tie, the competitor of those tied having the highest total scores with the pistol in rapid fire will be considered winner. Thereafter a tie still existing will be determined by the highest number of fives with the rifle at 1,000 yards, by the highest number of tens in rapid fire with the pistol, by the highest number of fours with the rifle at 1,000 yards, by the highest number of nines in rapid fire with the pistol, and so on. The competitor attaining the second highest final score will receive a silver medal. The competitor attaining the third highest final score will receive a bronze medal. The name of the winner will be engraved upon the trophy, which is emblematic of the rifle and pistol championship of the Marine Corps, and which, under the conditions of award, must be kept in the office of the Major General Commandant at headquarters, United States Marine Corps. (C. M. C. M. 6.)

THE HAINES BAYONET TROPHY

5–32

(C. M. C. M. 6)

(1) The Haines Bayonet Trophy will be awarded annually to the post, detachment (including ships' detachments), or company of the Marine Corps whose average strength for the target year is not less than 40 enlisted men and not greater than 300 enlisted men attaining the highest figure of merit with the bayonet in the prescribed qualification course during the target practice year.

(2) Only one trial for qualification by any one individual will be permitted during the target practice year; and an organization will only receive credit for men taking the course or qualifying while attached to the organization.

(3) At least 75 per cent of the men attached to an organization must take the course in order that the organization may be eligible for the trophy.

(4) In determining the figure of merit the following computations will be made:

Two points for each man qualifying as bayonet expert.

One point for each man taking the qualification course but failing to qualify as expert.

The sum of the above to be divided by the actual number of men who took the qualification course.

(5) Rifle-range detachments and recruit organizations are not eligible to compete for this trophy.

The Franklin Wharton Cup

5–33

(C. M. C. M. 6)

(1) The Franklin Wharton Cup was donated to the Marine Corps by Mrs. Sara Wharton Howard, great-granddaughter of Lieut. Col. Franklin Wharton, who was Commandant of the Marine Corps from 1804 to 1818.

(2) The Franklin Wharton Cup will be awarded annually to the post, detachment (including ships' detachments), or company of the Marine Corps whose average strength for the target year is not less than 40 enlisted men and not greater than 300 enlisted men attaining the highest figure of merit in rifle marksmanship during the target practice year.

(3) At least 75 per cent of the men attached to an organization must fire for record while so attached in order that the organization may be eligible for the cup.

(4) In arriving at the figure of merit the following computations will be made:

Multiply the number of expert riflemen by 5.

Multiply the number of sharpshooters by 4.

Multiply the number of marksmen by 3.

Divide the sum of the figures obtained as above by the number of men who fired to obtain the final figure of merit.

(5) Rifle-range detachments and recruit organizations are not eligible to compete for this cup.

Harold F. Wirgman Trophy

5–34

(C. M. C. M. 6)

(1) The Harold F. Wirgman Trophy will be awarded annually to the post winning the highest place in the Elliott Trophy Match and whose authorized complement does not exceed 300 officers and enlisted men.

(2) No subdivisions of the posts at Quantico, Parris Island, or San Diego will be eligible to compete.

(3) The name of the winning post and score will be inscribed on the cup by headquarters and the cup forwarded to the post to be held by it for one year.

(4) The cup will be brought or sent back to the place of holding the Elliott Trophy Match each year by the winning post.

Section 3.—FIELD AND EXPEDITIONARY SERVICE

MARINE CORPS EXPEDITIONARY FORCES

5–41

(C. M. C. M. 4)

(1) The term "Marine Corps Expeditionary Forces" shall be used as a general term to designate as a whole those permanently or provisionally organized units of the Marine Corps which are intended for overseas service with the fleet.

(2) If all or part of such Marine Corps Expeditionary Forces should be assembled for the execution of a specific mission, in peace or war, Headquarters will give the organization thus formed an official designation.

(3) Brigades and divisions of the Marine Corps Expeditionary Forces when given a numerical designation will preserve their Marine Corps identity by the insertion of the word "Marine" between the numeral and the name which is descriptive of the unit, thus:

2d Marine Division.
3d Marine Brigade.

(4) Regiments of the Marine Corps Expeditionary Forces when given a numerical designation will preserve their Marine Corps identity by the addition of the word "Marines" after the numeral, thus:

4th Marines.
5th Marines.
6th Marines.

(5) Companies and batteries of the Marine Corps Expeditionary Forces, when forming a part of a higher tactical unit such as a battalion or regiment, will be designated alphabetically and the present numerical designation shown in brackets after the alphabetical designation, thus: Co. A. (43d). This dual designation will be used in all correspondence, records of events, reports, pay rolls, and muster rolls. The alphabetical designation alone may be used in

field orders, field messages, and operation reports. When companies or batteries are operating *not* as a component part of a higher tactical unit, the numerical designation only will be used. The alphabetical designation will be in accordance with Marine Corps Tables of Organization (War Strength) and utilized in the following manner:

Infantry regiment	Artillery regiment, 75-mm.	Artillery regiment, 155-mm.	Engineer battalion
First Battalion: Company A (rifle). Company B (rifle). Company C (rifle). Company D (machine gun and howitzer). Second Battalion: Company E (rifle). Company F (rifle). Company G (rifle). Company H (machine gun and howitzer). Third Battalion: Company I (rifle). Company K (rifle). Company L (rifle). Company M (machine gun and howitzer).	First Battalion: Battery A. Battery B. Battery C. Second Battalion: Battery D. Battery E. Battery F.	First Battalion: Battery A. Battery B. Second Battalion: Battery C. Battery D. Third Battalion: Battery E. Battery F.	Company A. Company B. Company C.

NOTE.—Headquarters and headquarters companies, service companies, etc., will be designated by their name and the organization which they serve, as HQ. and Hq. Co., 1st Bn., 5th Marines; Serv. Co., 5th Marines; Signal Company, 1st Marine Division, etc.

When a provisional battalion is formed, the designation of companies or batteries therein shall be as prescribed for the first battalion of a regiment. When any battalion has less than four companies, the machine-gun and howitzer company shall be given the letter designation of D, H, or M, as may be appropriate.

(6) At Quantico, Va., and San Diego, Calif., are bases for permanent or skeletonized organizations which are parts of the Marine Corps Expeditionary Forces.

FIELD EQUIPMENT

5–42

(1) *Officers.*—The following is the field equipment prescribed for officers of all ranks up to and including the rank of colonel:

- (*a*) Automatic pistol, .45 caliber, 3 magazines, holster, lanyard, and 21 rounds of ammunition.
- (*b*) Pistol belt, with suspenders and magazine carrier.
- (*c*) First aid package and pouch.
- (*d*) Canteen, with cover and cup.
- (*e*) N. C. staff haversack, with meat can, knife, fork, and spoon.
- (*f*) Field glasses.
- (*g*) Whistle.
- (*h*) Poncho.
- (*i*) Flashlight, electric.
- (*j*) Wrist watch, with illuminated dial.
- (*k*) Compass, with illuminated dial.
- (*l*) Dispatch case, message book notebook, black, blue, green, and red pencils.
- (*m*) Clothing roll.
- (*n*) Bedding roll.
- (*o*) Trunk locker. (Field officers, 2 trunk lockers.)
- (*p*) Identification tags.
- (*q*) Gas mask.
- (*r*) Steel helmet. (C. M. C. M. 1.)

(2) Articles (*a*) to (*h*) and (*p*) to (*r*) may be obtained from the Quartermaster's Department upon memorandum receipt; articles (*i*) to (*o*) may be purchased from the Quartermaster's Department. (C. M. C. M. 2.)

(3) *Books.*—Officers and organizations ordered on expeditionary duty shall take with them the books and other publications prescribed in Note Annex to Accompany Organization and Consolidated Equipment Tables, U. S. M. C. (C. M. C. M. 2.)

(4) *Baggage.*—The following allowance of baggage for officers is prescribed and will not be exceeded: All officers—bedding roll and clothing roll; mounted officers, in addition, horse equipment. Brigade commander—three steamer trunks. Field officers—two steamer trunks. Company officers—one steamer trunk.

No trunk shall be taken the cubic content of which is more than that of the enlisted man's trunk-locker, the outside (over all) dimensions of which are 13¾ inches high, 21¾ inches wide, and 35 inches long. Officers who have the standard Army trunk (dimensions 14 inches high, 17 inches wide, and 31 inches long) may keep and use this trunk rather than the Marine Corps trunk-locker.

(5) *Enlisted men; for foreign tropical expeditionary duty.*—When orders are received to transfer detachments to foreign tropical expeditionary service, it shall be the duty of the commanding officer, company, or detachment commander to personally satisfy himself that each man to be so transferred is sup-

plied, prior to transfer, with all articles of equipment specified in article 17–62, and that each article is in good and serviceable condition, issues being made to replace worn-out or damaged articles. He will also see that each man is supplied with a clothing bag, and the necessary toilet articles, including toilet and washing soap.

(6) Companies and detachments will leave their posts in complete field uniform and fully equipped. Overcoats will always be taken, being worn when the weather requires. While abroad, especially in the tropics, overcoats will accompany the men wherever they are serving, this being required in order that they may have overcoats when ordered to the United States. (C. M. C. M. 1.)

(7) Officers commanding detachments in the tropics will, before the men are transferred to the United States, see that they are properly supplied with a sufficient number of flannel shirts to assure their warmth and comfort upon their arrival in the United States during cold weather.

(8) The men will carry with them in their clothing bags, so far as may be practicable, all their clothing and personal effects.

(9) Should any clothing be left at posts, it will be packed in accordance with instructions contained in article 4–8.

(10) Each company will take its company typewriter and desk. (C. M. C. M. 1.)

(11) In the field such quantity of straw or hay for the bedding of troops is authorized as the commanding officer may deem necessary to preserve the health of the troops.

(12) *Tentage.*—The allowance of tentage and paulins for expeditionary forces will be published in Marine Corps Orders and equipment tables.

OFFICERS OF QUARTERMASTER'S DEPARTMENT

5–43

(1) When an expeditionary force consists of at least a battalion of three companies or more, an officer of the Quartermaster's Department will, when practicable, be attached for duty with the organization. A line officer below

the grade of captain will usually be detailed for duty as acting quartermaster with expeditionary forces of less than three companies.

(2) When a brigade of marines is ordered to field service or expeditionary service, officers of the Quartermaster's Department will, when practicable, be ordered as brigade and depot quartermasters. If practicable a regimental quartermaster will be provided for each regiment from the officers of the Quartermaster's Department. The senior officer of the Quartermaster's Department on duty with the expedition shall be the brigade quartermaster. Ordinarily the depot quartermaster will act as brigade commissary, but another officer will be separately detailed if the conditions of the service demand.

the grade of captain will usually be detailed for duty as acting quartermaster with expeditionary forces of less than three companies.

(2) When a brigade of marines is ordered to field service or expeditionary service, officers of the Quartermaster's Department will, when practicable, be ordered as brigade and depot quartermasters. If practicable a regimental quartermaster will be provided for each regiment from the officers of the Quartermaster's Department. The senior officer of the Quartermaster's Department on duty with the expedition shall be the brigade quartermaster. Ordinarily the depot quartermaster will act as brigade commissary, but another officer will be separately detailed if the conditions of the service demand.

Training of Field Musics

5–46

At stations where there are facilities field musics will be instructed in reading music and playing the trumpet and drum by note, instead of by ear, in addition to their other training. (C. M. C. M. 1.)

Issue, Inspection, Cleaning, and Survey of Rifles and Pistols

5–51

(1) *General.*—Officers are cautioned as to the necessity of frequently inspecting the arms and equipment of men whose duties do not provide for their presence at the usual routine inspection. In connection with the subject matter of this article the attention of all officers is invited to article 590, Navy Regulations, paragraphs 35, 36, and 37, T. R, 320–10, as modified by Change No. 1, dated January 2, 1926, and paragraphs 36, 37, 38, 39, and 40, T. R. 150–5. (C. M. C. M. 1.)

(2) *Issue witnessed by an officer.*—The issue of all rifles to enlisted men, as provided for in articles 17–65, Marine Corps Manual, will be witnessed by an officer, other than the accountable officer, who is competent to determine the condition of the weapon at the time of issue, and who will affix his signature as such on Form 782. If a competent officer is not available the witnessing officer may be assisted by a noncommissioned officer who has the necessary technical knowledge. Prior to the issue the bore of the piece will be thoroughly cleaned and carefully inspected by the witnessing officer, who will be guided in his inspection by the instructions contained in paragraphs 5 and 6 of this article. Under no circumstances will an enlisted man be issued an arm that is unserviceable at the time of issue or likely to become unserviceable with proper care while in his hands. Minor defects in the bore, stock, and finish of the piece that do not render it unserviceable at the time of issue and are not of a nature apt, with proper care, to render the piece unserviceable while in the hands of the man will be noted over the signature of the witnessing officer

on Form 782. The same inspection and certification, on memorandum receipt, will be made in the case of issue of pistols for other than temporary use. As the purpose of this inspection and entry is to fix the responsibility for the future condition of the piece, great care shall be taken in this inspection and particularly that minor defects are properly noted. (C. M. C. M. 1.)

(3) *Inspection when arms are turned in.*—A similar inspection will be made when a rifle or pistol is turned into stock for any reason after being in the hands of an enlisted man, on Form 782 in the case of a rifle or memoradum receipt in the case of a pistol, and when a man so provided with a piece joins a post or detachment from some other organization. Should either of these latter inspections indicate that the piece has been neglected while in the hands of the man to whom issued, a board of survey will be called immediately to fix the responsibility. In this connection it must be clearly understood by all officers and enlisted men that the responsibility for the proper care of a rifle or pistol in the hands of an enlisted man will be shared equally by the man himself and by his immediate commanding officer, and in the case of proven neglect on the part of either of them appropriate disciplinary action shall be taken by the responsible commanding officer. (C. M. C. M. 1.)

(4) ***Nature of inspection.***—Inspection of the rifle barrels for serviceability will in general be based on visual inspection, and inspectors will be guided by this requirement. Accuracy is reduced in varying degrees by the following defects: Bulges, erosion, and pits. The extent to which these defects reduce accuracy can be determined by two methods, namely, visual inspection and test firing. (C. M. C. M. 1.)

(5) ***Visual inspection.***—(*a*) Hold the barrel up to the light (sky) and examine the muzzle and breech.

(*b*) If the bore appears free from bulges and pits, and the lands are sharp and uniformly distinct, the barrel is serviceable.

(*c*) If the barrel contains small pits but has sharp and uniformly distinct lands, and is free from bulges, it will be sufficiently accurate to be serviceable. This condition, however, naturally implies that the barrel has been neglected, and its period of serviceability will be materially lessened.

(*d*) If the barrel contains a bulge, it is unserviceable and should be scrapped. This condition is indicated by a shadowy depression or dark ring in the bore and may often be noticed through a bulge or raised ring on the barrel surface.

(*e*) If a dark ring or scoring is apparent in the bore at the chamber end the rifle is unserviceable. This is due to erosion or gas cutting caused by the action of the hot powder gases and is progressive. This generally takes place after a large number of rounds have been fired through the rifle. Sometimes this appears as small, dark lines extending for a short distance into the bore of the rifle.

(*f*) If the barrel is pitted to the extent that the sharpness of the lands is affected, or if it has a pit or pits in the lands or grooves large enough to permit the passage of gas past the bullet, i. e., a pit the width of a land or groove and ⅜ inch to ½ inch or longer, it is or soon will be too inaccurate for serviceability and should be scrapped. Under these conditions, the pitting will be charged to neglect and should be so reported.

(*g*) If the accuracy of a barrel pitted as described in paragraph (5) (*c*) is questioned, test fire the rifle and if found unserviceable, the inspector will report the barrel as unserviceable through neglect. (C. M. C. M. 1.)

(6) *Test firing.*—(*a*) The test will be made under favorable weather conditions by an expert shot with the rifle at known distance slow fire, under the personal supervision of a disinterested officer, and will consist of three targets of 10 shots at a range of 300 yards, the targets to be preceded by sighting shots, and muzzle rest to be permitted. When practicable, the expert making the test will be of another organization than the one to which the rifles belong. Before being tested the rifles will be thoroughly cleaned and all metal fouling removed from the bore. The best ammunition available will be issued for testing the rifles, and ammunition of different dates of manufacture should not be used in making targets for a single rifle. If the average mean radius of the three targets is over 6.5 inches, the rifles will be considered unserviceable and will be surveyed. The report of the board of survey will describe the condition of the rifle, recount the tests that have been applied, and fix the responsibility, if any. Rifles surveyed and condemned as unserviceable will be shipped to the Marine Corps Depot of Supplies at Philadelphia or San Francisco, as may be directed by the Quartermaster, for further examination and replacement of worn parts.

(*b*) *Ammunition for test.*—Ammunition of recent manufacture should be used for the purpose of conducting test firing. If ammunition satisfactory for this purpose is not on hand, test firing of rifles should be deferred until such ammunition is received. (C. M. C. M. 1.)

(7) *Inspection and cleaning.*—It can be stated as a maxim that more rifles have been ruined due to neglect in inspection and cleaning than have been worn out by firing. It is a fact proven by many tests that the accurate life of the rifle barrel is over 6,000 rounds if kept clean. (C. M. C. M. 1.)

(8) *Bore kept oiled.*—Bores of rifles will be habitually kept coated with a thin coating of light oil. One of the purposes of inspection of arms should be to see that the barrel is so oiled. The practice of requiring the men to turn out for inspection of arms with the bore of the rifle wiped dry is contrary to this regulation and is one of the most fruitful causes of rifle-barrel deterioration. If the bore is clean and free from rust or dirt and coated with a film of light oil the bore will appear bright and clean. On rare occasions where the commanding officer deems it necessary to inspect the men's rifles with the bore dry he should provide sufficient time for the men to oil the bore after the inspection is over, and take particular care to see that the pieces are so oiled by the men immediately thereafter. (C. M. C. M. 1.)

(9) *Cleaning under different conditions.*—Cleaning of rifles and pistols is made under two different conditions. The usual cleaning is made in barracks from day to day when the piece has not been fired, and the only object in this cleaning is to guard against rust due to the moisture from the atmosphere. The other condition under which cleaning is done is after the piece has been fired. In this latter case the first necessity is to remove from the bore potassium chloride, which is a residue left in the bore from the burned primer and is a very active agent of corrosion when it is exposed to moisture. This corrosive agent can best be removed by dissolving it in a water and sal soda solution. The proper method of doing this is covered in detail in paragraph 35, T. R., 320–10. The use of emery paper or any polishing or abrasive material in cleaning the rifle is forbidden. (C. M. C. M. 1.)

(10) *Powder solvent.*—The Quartermaster's Department issues a powder solvent that is intended for use on target ranges as a means, not of removing potassium chloride, but of temporarily neutralizing its harmful effect. It has been adopted by the Marine Corps for this purpose because it is more convenient than the water cleaning and does not require as much close supervision. It should only be used in day-to-day cleaning while firing on the range and should never be used as a means of removing the potassium chloride when firing has been concluded. The water method properly supervised, is the only sure means of removing completely this corrosive agent. (C. M. C. M. 1.)

(11) *Method of using solvent.*—The following is the correct method of cleaning with the powder solvent:

(*a*) The rifle should be cleaned upon completion of firing and if possible while the barrel is still warm.

(*b*) Run a wire brush saturated in the powder solvent through the barrel back and forth three times.

(*c*) Run a patch saturated in the powder solvent through ten times.

(*d*) Repeat (*c*) with another saturated patch.

(*e*) Wipe out the barrel with a clean dry patch.

(*f*) Inspect the barrel for any sign of metal fouling.

(*g*) If apparently clean and not metal fouled, run one clean patch saturated with the powder solvent through the barrel and place rifle away for the day.

(*h*) The following morning before firing run a clean dry patch through the barrel several times to wipe out the powder solvent.

(*i*) If brass brushes are not available, at least three saturated patches should be run through the barrel fifteen times each. Without the brass brush the first patch, unless very small, will go through the barrel with some difficulty. (C. M. C. M. 1.)

(12) *.22-caliber rifle and pistol.*—The cleaning methods described in the preceding paragraph for the service rifle are also applicable to the .22-caliber rifle and pistol. (C. M. C. M. 1.)

RIFLES TO BE USED IN FIRING RIFLE GRENADES

5–56

(1) The rifles to be used in firing rifle grenades will be—

(*a*) Rifles of Springfield Armory manufacture bearing serial numbers greater than 800,000; or

(*b*) Rifles manufactured at Rock Island Arsenal bearing serial numbers greater than 285,507. (C. M. C. M. 1 and 3.)

(2) Rifles of Springfield Armory manufacture bearing serial numbers less than 800,000 and rifles manufactured at Rock Island Arsenal bearing serial numbers less than 285,507 will under no circumstances be used in firing rifle grenades. (C. M. C. M. 1 and 3.)

5–61

Front sight covers will not be removed from rifles except for purposes of repairs or replacements. (C. M. C. M. 2.)

CHAPTER 6

PROMOTION AND REDUCTION

Section 1.—OFFICERS

EXAMINATION FOR PROMOTION

6–1

(1) *Procedure.*—Boards for the examination of officers of the Marine Corps for promotion shall be governed by the procedure laid down in Naval Courts and Boards, latest edition.

(2) *Publications used.*—The board will base its questions on the latest edition of the following-named publications, except as noted under section 1338, Naval Courts and Boards, 1923:

Navy Regulations.
Navy Department General Orders.
Marine Corps Manual.
Marine Corps Orders and Circular Letters.
Naval Ordnance, United States Naval Academy.
Naval Courts and Boards.
Elements of International Law—Davis.
Field Service Regulations, United States Army.
The Boat Book, United States Navy.
Landing Force Manual, United States Navy.
Rules of Land Warfare.
Training Regulations, War Department. (C. M. C. M. 3.)

(3) *The scope of professional examinations* shall be as follows:

(4) *For officers of the Quartermaster's Department*—

- (*a*) Administration of the Quartermaster's Department.
- (*b*) General efficiency.

(5) *For officers of the Paymaster's Department*—

- (*a*) Administration of the Paymaster's Department.
- (*b*) General efficiency.

(6) *For officers of the line—*

(A) *For promotion of second lieutenant to first lieutenant—*

(*a*) Administration: The candidate's familiarity with current publications on administration shall be tested by a written examination in which the correctness of the answers and the time consumed in completing the examination shall be the two principal factors in determining the mark. During such examination the candidate shall have full access to necessary current publications, in order that he may use them for reference.

(*b*) Interior guard duty: War Department Training Regulations No. 135–15.

(*c*) First aid and hygiene: War Department Training Regulations Nos. 112–5 and 113–5.

(*d*) Drill:

War Department Training Regulations—

No. 50–15. Instruction without arms.
50–20. Instruction with rifle and automatic rifle.
50–25. Instruction with bayonet.
420–40. Drill and combat signals.
420–45. Drill—General introduction.
420–50. Drill, rifle squad, platoon, and company.
420–85. Extended order, rifle squad, section, and platoon.

PRACTICAL.—The candidate will be required to demonstrate his ability to instruct the individual marine and to instruct and drill the platoon or company in close order.

(*e*) Marksmanship: War Department Training Regulations Nos. 150–5, 150–10, and 150–20. (C. M. C. M. 1.)

(*f*) Musketry: War Department Training Regulations No. 145–5, Musketry.

(*g*) Military field engineering: War Department Training Regulations No. 195–20. Fortifications—Standard Types and Execution of Field Fortifications. (C. M. C. M. 3.)

(*h*) Naval and military law:

Naval Courts and Boards, latest edition.
Sections 1 to 217.
Sections 315 to 720.
Constitution of the United States of America.

(*i*) Tactics:

War Department Training Regulations—

No. 200– 5. Scouting and patrolling.
420–100. Development of offensive combat.
420–105. Combat principles—Rifle squad.
420–110. Combat principles—Rifle section.
420–115. Combat principles—Rifle platoon.
420–120. Combat principles—Rifle company.

(6) *For officers of the line*—Continued.

(A) *For promotion of second lieutenant to first lieutenant*—Continued.

(*i*) Tactics—Continued.

War Department Training Regulations—Continued.

Practical.—If a squad, section, platoon, or company, and suitable terrain in the vicinity are available, the candidate shall give a practical demonstration of his knowledge of scouting and patrolling and combat principles. If this is not practicable, the board shall so state, with reasons therefor, in its record of proceedings. In this case, the board shall give the candidate a map problem involving offensive combat and the command of a force not larger than a company. The problem and solution shall be appended to the record.

(*j*) Boats: The Boat Book, United States Navy, ~~1920;~~ Chapters I, II, III, IV, and V.

(*k*) Military topography:

War Department Training Regulations—

No. 190– 5. Map reading.
190–10. Conventional signs.
190–15. Military sketching.

Practical.—A position or road sketch. The board will assign an area or road to be sketched and establish a time limit. Upon completion of the field work, the candidate will deliver his sketch to the officer in charge of the examination room.

(*l*) General efficiency.

(B) *For promotion of first lieutenant to captain*—

(*a*) Administration: Same as for second lieutenant.

(b) First aid and hygiene: Same as for the examination of a second lieutenant.

(*c*) Drill:

War Department Training Regulations—

No. 50–15. Instruction without arms.
50–20. Instruction with rifle and automatic rifle.
50–25. Instruction with bayonet.
420–40. Drill and combat signals.
420–45. Drill—General introduction.
420–50. Drill, rifle squad, platoon, and company.
420–60. Drill, the Infantry battalion.

Practical.—The candidate will be required to demonstrate his ability to instruct the individual marine and to instruct and drill a company or battalion in close order.

(*d*) Marksmanship: Same as for examination of a second lieutenant.

(*e*) Musketry: Same as for examination of a second lieutenant.

(6) *For officers of the line*—Continued.

(B) *For promotion of first lieutenant to captain*—Continued.

(*f*) Military field engineering: Same as for examination of a second lieutenant.

(*g*) Naval and military law: Same as for examination of a second lieutenant, and with the addition of "Rules of land warfare."

(*h*) Tactics:

War Department Training Regulations—

No. 420–100. Development of offensive combat.
420–105. Combat principles—Rifle squad.
420–110. Combat principles—Rifle section.
420–115. Combat principles—Rifle platoon.
420–120. Combat principles—Rifle company.
420–160. Combat principles—The Infantry battalion.

Practical.—If a company or battalion and suitable terrain in the vicinity are available, the candidate shall give a practical demonstration of his knowledge of combat principles. If this is not practicable, the board shall so state, with the reasons therefor, in its record of proceedings. In this case, the board shall give the candidate, for solution, a map problem involving offensive combat and the command of a force not larger than an infantry battalion. The problem and the solution shall be appended to the record.

(*i*) Military topography: Same as for examination of a second lieutenant.

(*j*) Naval ordnance: Naval Ordnance, United States Naval Academy, 192~~1~~5 edition, articles 2-15, 48, 113-134-169 350-367, 426-499 ~~27–54, 126, 142–175, 356–373,~~ ~~427–500,~~ 506–559 (omitting turret-gun sights), 560–579 (omitting turret firing circuits and gas-expelling devices for turret guns), 617–722, and ~~817–819~~. 812-816.

(*k*) General efficiency.

(C) *For promotion from captain to major*—

(*a*) Law:

International Law—Davis. (Omit Chapters V, VI, and VIII and appendices.)
Rules of land warfare.

(*b*) Musketry: War Department Training Regulations No. 145–5, Musketry.

(*c*) Tactics:

War Department Training Regulations—

No. 10– 5. Doctrines, principles, and methods.
420–100. Development of offensive combat.
420–120. Combat principles—Rifle company.
420–125. Combat principles—Machine-gun company.
420–155. Combat principles—Howitzer company.

(6) *For officers of the line*—Continued.

(C) *For promotion from captain to major*—Continued.

(*c*) Tactics—Continued.

War Department Training Regulations—Continued

420–160. Combat principles—Infantry battalion.

420–170. Combat principles—Infantry regiment.

420–180. Combat principles—Service company, Infantry regiment.

PRACTICAL.—The candidate will be required to solve a map problem involving combat where the force at his disposal shall not be greater than a regiment of Infantry, plus a proportionate addition of other arms. The problem will be such as to require an estimate of the situation, preparation of the necessary orders, and a tracing showing disposition of troops at a certain phase in the situation as determined by the board and announced to the candidate. The problem and solution shall be appended to the report.

(*d*) Administration: The candidate's familiarity with current publications on administration will be tested in a manner similar to that prescribed for the examination of a second lieutenant.

(*e*) Equitation: War Department Training Regulations No. 50–45, Instruction Mounted, without Arms.

(*f*) General efficiency.

(D) *For promotion to lieutenant colonel and colonel*—

The act of June 3, 1916, 39 Stat. 183, provides that "examinations of officers in the grade of major and lieutenant colonel shall be confined to problems involving the higher functions of staff duties and command."

A candidate shall be required to solve a map problem involving the higher functions of staff duties and command. The problem and the solution shall be appended to the report.

EXEMPTIONS

6–2

(1) *Service schools.*—When a candidate for promotion has attended and completed a regular course at any Army, Navy, or Marine Corps school or college for commissioned officers, except the basic course and post schools, his certificate of graduation therefrom will be accepted in lieu of examination in the subjects in which graduated, upon examination for the promotion next after the date of graduation, except that a certificate of graduation from a course for company officers will not be so accepted upon examination for promotion to field rank, and that there will be no exemption as to mental, moral, or physical qualifications, or of practical drills, and exercises involving actual command of troops.

(2) *Diplomas from schools and colleges.*—The marine examining board, Headquarters Marine Corps, will, upon application, consider a diploma or certificate received by an officer from any school, college, or university for proficiency in any professional subject or subjects required for his examination for promotion to the next higher grade or rank, and if satisfied that the diploma or certificate is evidence of qualification in such subject or subjects equivalent to that of passing the usual examination, will issue a certificate of qualification, which will be accepted upon his next examination for promotion in lieu of professional examination in such subject or subjects.

PROBATIONARY OFFICERS

6–3

(1) *The competitive examination* provided by the act of August 29, 1916, for officers at the end of their probationary period, will be conducted by the marine examining board, Headquarters Marine Corps.

(2) *The examination will be written,* and will include all subjects required for written examination for promotion to first lieutenant. The questions will be prepared by the examining board, and will be answered by the competitors in the presence of supervising officers, at the place of duty.

(3) *The complete records of candidates,* with all papers pertaining thereto, will be submitted to the board for consideration in connection with marks to be assigned under subject "General efficiency."

(4) *The weights* assigned to each subject in determining the final mark on which relative standing is based, will be as follows:

Administration	3	Military topography	3
Drill Regulations	3	Naval and military law	3
First aid and hygiene	1	Tactics	5
Interior guard duty	1	General efficiency	10
Musketry	2	Boats	1
Military field engineering	1	Markmanship	2

(5) *The board will issue a certificate* to each probationary officer examined, stating the mark attained in each subject, which will be accepted upon ~~the next~~ examination for promotion to 1st Lt. in lieu of professional examination in subjects, except general efficiency, in which the mark is 2.5 or over.

EXAMINING BOARDS

6–4

(1) *Supervisory examining boards* will be appointed by the Major General Commandant, or by his authority, and *supervising officers for examinations* will be designated by the commanding officer upon request by a marine examining board. The following rules will govern:

(2) The candidate will be furnished only such number of questions or be required to conduct such practical exercises as he may be able to answer or

complete before a recess or adjournment is taken. Examinations shall continue from day to day, Sundays and holidays excepted, until completed.

(3) The candidate will be required to submit, at the completion of the examination, a certificate in the form prescribed by Naval Courts and Boards for examination of marine officers that he has received no unauthorized assistance.

(4) All papers will be forwarded by the supervisory board or supervising officer, direct to the marine examining board having cognizance, as soon after the completion of the examination as may be practicable.

(5) Supervisory boards and supervising officers will be further governed by the instructions of the marine examining board having cognizance.

(6) *Examination questions, preparation of.*—The marine examining board, Headquarters, Washington, D. C., will, in order to make the examination of officers of the several grades and ranks uniform, prepare examination questions as guides for other marine examining boards which may be ordered.

Section 2.—ENLISTED MEN

Appointment to the Naval Academy

6–21

(C. M. C. M. 6)

(1) *Congressional appointments.*—When an enlisted man has received a congressional appointment as principal to the Naval Academy or to the Military Academy, or has an approved application by the Commandant of the Coast Guard for an examination for appointment as a cadet in the Coast Guard, he may apply to the Major General Commandant for a furlough in order to prepare for the entrance examinations at his own expense, or he may apply for assignment to the Naval Academy Preparatory School at Hampton Roads, Va.

(2) *Eligibility.*—Enlisted men of the Marine Corps are eligible to take the entrance examinations for admission to the Naval Academy if they meet the requirements outlined in article D–6102, Bureau of Navigation Manual. The following instructions, contained in articles D–6102 to D–6106, Bureau of Navigation Manual, govern the assignment of enlisted men of the Marine Corps to the Naval Academy Preparatory School at Hampton Roads:

"D–6102. *Appointment of enlisted men to Naval Academy—Entrance requirements.*—(1) The law authorizes the appointment to the Naval Academy each year of one hundred (100) midshipmen, to be selected as the result of a competitive examination given enlisted men of the Navy and Marine Corps * * *.

"(2) In order to take the entrance examination to the Naval Academy a man must have the following qualifications:

" (*a*) Be of officer caliber.

" (*b*) Be a citizen of the United States.

" (*c*) Have enlisted in the Navy or Marine Corps on or before June 1 of the year preceding that in which the examination is held.

" (*d*) Be not less than 16 nor more than 20 years of age on April 1 of the year in which the examination is held.

" (*e*) Have had two years in high school or an equivalent education and have passed successfully at least two half years of algebra and one half year of geometry.

" (*f*) Be able to pass the required physical examination.

" D–6103. *Selection of applicants and preliminary examinations.*—(1) The bureau desires that as many enlisted men as possible under the law and the required standards be selected for appointment to the Naval Academy. Commanding officers of all ships and stations will ascertain the names of all enlisted men in their commands who are eligible to take the entrance examinations to the Naval Academy in accordance with the requirements outlined in D–6102 and take the necessary steps to see that no eligible candidate is overlooked.

"(2) A preliminary mental and physical examination shall be held by officers from the candidates' own ship or station. The Bureau of Navigation will supply the questions for the mental examination, which will be held on or about September 1 of each year. Prior to that date commandants and commanding officers shall—

" (a) Make a survey of all men enlisted prior to June 1 of the current year and who will be not more than 20 years of age on April 1 following.

" (b) Give full information to the enlisted men coming within the limits of (*a*) concerning the requirements for entrance to the Naval Academy.

(The requirement of a deposit of $100 should be known by each candidate. This is held out of the pay of candidates while at the Naval Academy Preparatory School.)

" (c) Disseminate to these men information about the Naval Academy.

" (d) Explain to them individually the advantages of entering the Naval Academy.

" (e) Describe the amount and character of preparation required.

"(3) A short time after the information in paragraph 2 has been disseminated an informal board shall be convened at each station and aboard each ship to examine men on the above list and select therefrom applicants who may be officer material. Where possible, this board shall consist of two line officers of or above the grade of lieutenant. The board shall interview the division officers, petty officers, and others under whom the applicant has served; shall personally interview each applicant concerning his education, his desire to become an officer, and any other matter which affects his character and qualifications for the Naval Academy; shall examine the enlistment record of each applicant; and shall recommend to the commanding officer the men selected. Only men who have excellent records and who are believed to be officer material shall be nominated. Provision should be made to carry out the same procedure in the case of men received after the above survey and prior to the preliminary examination on September 1.

"(4) In recent years the midshipmen appointed from the enlisted force have constituted about 15 per cent of each entering class. They form a group large enough to influence the quality of the class as a whole. They constitute the only group the selection of which is controlled by the service to which they aspire. The bureau considers the careful selection of these candidates a matter of the most lasting and definite importance, and directs that commanding officers shall personally interview candidates to insure that none who are obviously unsuited to become officers shall be selected for preliminary training.

"(5) The bureau has made provision for the physical examination of the candidates and for mental examination by which to judge their ability to prepare successfully for the entrance examination. This, however, while a necessary part, is not the most important part of the selection. For the moral and temperamental examination the bureau must rely upon commanding officers. Accordingly, the bureau requests that, in their investigation of candidates, commanding officers inquire into their general reputation, examine their service records, and observe their appearance, with a view to the elimination at the start of those who are unsuitable.

"(6) Among the things that may assist commanding officers in arriving at their conclusions are the following:

"1. Habits as to (a) personal cleanliness; (b) profanity, obscenity; (c) truthfulness.

"2. Reports indicating (a) shirking or irresponsibility; (b) dishonesty; (c) immorality; (d) intemperance.

"3. General bearing and deportment.

"(7) In this connnection experience has shown that, of those candidates whose general classification test mark as given in their service records is below 80, a very small percentage succeed in passing the entrance examination to the Naval Academy. While this mark should be used with caution, those falling below it should be nominated only if their qualifications educationally and otherwise are notably good.

"(8) Commanding officers shall make suitable provision for assisting nominees to review the subjects in which they will be examined and to make up work which they have not had. Officers detailed to this duty will be guided by the requirements of this section.

"(9) The physical requirements for entrance to the Naval Academy are more rigid than are the physical requirements for enlistment in the Navy. Each candidate should be given a special physical examination before his selection for the preliminary class for the Naval Academy. This examination should be in all respects the same as for final entrance to the Naval Academy. The results of this examination should be reported to the Bureau of Medicine and Surgery on Bureau of Medicine Form Y. Obviously, it is a waste of time to give special instruction to a man who later will fail to meet physical requirements.

"(10) Immediately prior to the preliminary mental examination held on September 1 each candidate shall be again examined by a board of two medical officers. Where two medical officers are not available, one medical officer may conduct the examination. Results of this examination shall be entered in each man's medical record. Men who fail to pass this physical examination shall not be allowed to take the mental examination on September 1.

"D–6104. *Selection of enlisted men for instruction preliminary to entrance examination.*—(1) The Bureau of Navigation will forward each year, in time to arrive at all ships and stations prior to September 1, a sufficient number of copies of a preliminary examination for use in selecting men for the Naval Academy preparatory classes. Commanding officers will arrange to have all men who apply and are qualified in accordance with article D–6103 take the preliminary examination on September 1 or such other date as may be designated by the bureau.

"(2) Commanding officers will appoint a board to consist, if practicable, of three Naval Academy graduates. The board will grade the examination papers, using the scale of 4.

"(3) In addition to making a passing mark on the preliminary examination, a man in order to be eligible for selection must:

"(*a*) Meet requirements of article D–6102, Bureau of Navigation Manual.

"(*b*) Be willing to have a part of his pay withheld so as to have the required $100 for entrance expenses, if successful.

"(*c*) Be recommended for entrance to the Naval Academy by his commanding officer.

"(4) Report of examination, mental and physical, shall be made to the Bureau of Navigation on Form N, Nav. 116, as soon as practicable. In addition, the original examination papers of all men examined shall be forwarded to the bureau with Form N, Nav. 116.

"(5) In addition to mailing this report, ships and stations outside the continental limits of the United States shall send the list of names by dispatch, indicating the final average of each man examined.

"(6) It should be noted that no minimum final average mark is assigned. The names of all men who meet the qualifications outlined, who have taken the examination, and have been assigned a mark should be included in this report.

"D–6105. *Transfers of men to Naval Academy Preparatory School.*—(1) All men with a final average of at least 2.5 who have been recommended to take the entrance examination to the Naval Academy and who are attached to stations outside the continental limits of the United States or to ships that will not return to the United States prior to November 1 shall be transferred by next

Government conveyance to the nearest receiving ship in the United States to await instructions from the bureau.

"(2) Upon receipt of the lists of men recommended, the bureau will direct the necessary transfers to the preparatory school.

"D–6106. *Naval Academy Preparatory School.*—(1) To provide for intensive instruction of enlisted men selected to take the competitive examination for appointment to the Naval Academy, the bureau maintains a special school at the naval training station, Hampton Roads, Va.

"(2) The course of instruction begins on November 1 of each year and continues until the date set for the beginning of the competitive examination. This instruction is such as to prepare the candidate for the entrance examination as described in the 'Regulations governing the admission of candidates into the United States Naval Academy as midshipmen.'

"(3) On completion of the final competitive examination the completed examination papers will be forwarded by the commanding officer of each training station to the Superintendent, United States Naval Academy, for marking.

"(4) Men under instruction at these special schools will be kept under military discipline and required to observe the rules and regulations of the station, but all due consideration will be given to the purpose for which they are so assigned."

"(2) Upon receipt of the lists of men recommended, the bureau will direct the necessary transfers to the two preparatory schools.

"D–6106. (1) To provide for intensive instruction of enlisted men selected to take the competitive examination for appointment to the Naval Academy, the bureau maintains a special school at each of the naval training stations, Hampton Roads, Va., and San Diego, Calif.

"(2) The course of instruction begins November 1 of each year and continues until the date set for the beginning of the competitive examination. This instruction is such as to prepare the candidate for the entrance examination as described in the 'Regulations Governing the Admission of Candidates into the U. S. Naval Academy as midshipmen.'

"(3) On completion of the final competitive examination, the completed examination papers will be forwarded by the commanding officer of each training station to the Superintendent, U. S. Naval Academy, for marking.

"(4) Men under instruction at these special schools will be kept under military discipline, and required to observe the rules and regulations of the station, but all due consideration will be given to the purpose for which they are so assigned."

Noncommissioned Officers

WARRANTS

6–22

(1) ***Classes.***—Warrants are divided into two general classes—regular and technical. Regular warrants are either temporary or permanent. All technical warrants are temporary.

(2) ***All warrants shall be probationary*** for a period of six months, and while probationary are subject to revocation for cause by appointing powers. At the expiration of the probationary period of six months probationary warrants shall, whether regular or technical, either be revoked by the appointing power or forwarded to the Major General Commandant (or the departmental commander, in the Department of the Pacific) with recommendation for confirmation. Confirmed warrants shall be revoked only by sentence of court-martial or by the Major General Commandant or departmental commander.

(3) ***Technical warrants*** will be issued for technical duties and will state the nature of such duties, as "technical warrant for duty as clerk," "technical warrant for duty as plumber," "technical warrant for aviation duty," etc. They will contain no notation regarding duty with a specified organization. An entry to show the nature of the duty for which appointed shall be made on page 24 of the service-record book, in the column headed "Kind of warrant," in each case of appointment for technical duty. A similar entry shall be made in a man's service-record book when he reenlists and is reappointed to the technical rank he held when discharged. (C. M. C. M. 1.)

(4) ***Revocation of probationary warrants.***—Upon the cessation of the detail for the duty for which issued, probationary warrants, whether regular or technical, will be revoked by the appointing power, and confirmed temporary warrants will

be referred to the Major General Commandant or to the departmental commander for instructions, except that in case of transfer a temporary warrant will continue to the new post of duty, where, if there be no vacancy for the noncommissioned officer in the capacity for which appointed, the commanding officer will revoke the warrant, if probationary, or refer it to the Major General Commandant, or the departmental commander, if confirmed.

(5) ***Transfer for discharge.***—A noncommissioned officer transferred to the United States for discharge will retain and be discharged in his rank, regardless of the kind of warrant held, unless reduced for misconduct.

(6) ***Sergeants major*** receive probationary regular warrants, which upon confirmation are permanent.

(7) ***Quartermaster sergeants, paymaster sergeants, supply sergeants, sergeants, and corporals*** receive probationary regular warrants, which upon confirmation become permanent, or probationary technical warrants, which upon confirmation are temporary.

(8) ***First sergeants*** receive probationary regular warrants, which upon confirmation are temporary.

(9) ***Master technical sergeants, gunnery sergeants, and staff sergeants*** receive probationary technical warrants, which upon confirmation are temporary.

EXAMINATIONS

6–23

(1) ***Examining board.***—In all cases of promotion of privates or noncommissioned officers the commanding officer of marines shall convene a board to conduct the prescribed examination, except where no examination is required.

(2) ***Board for technical appointments.***—Examining boards for candidates for technical appointments shall be composed as nearly as may be practicable of a field officer of the regiment or other organization, and of two officers of the company or detachment in which the appointment is to be made. The examination shall consist of such technical subjects as will demonstrate the candidates fitness for the duties to be required of them.

(3) Except where otherwise specified herein all promotions will preferably be made from the next lower rank and due consideration will be given to seniority. In all promotions, including that to private first class, commanding officers will give serious consideration to character, with particular reference to leadership, record, personal appearance, and military bearing.

(4) Prior to promotion in any particular rank candidates shall satisfactorily pass an examination in all subjects prescribed for that rank.

(5) ***Corporals.***—Privates, ~~or~~ privates first class, drummers or trumpeters who are candidates for promotion to the rank of corporal (regular warrant) shall be examined in the following:

Reading: Ability to read intelligently service publications, such as Training Regulations.

Writing: Ability to compose and write a legible, brief, and intelligible report.

Arithmetic: Addition, subtraction, multiplication, division, common fractions, and decimals.

War Department Training Regulations:

No. 50–15.	Instruction without arms.
50–20.	Instruction with rifle and automatic rifle.
50–25.	Sections I, II, and III—Instruction with bayonet.
50–55.	Instruction with pistol.
112– 5.	First aid. Outlines of first aid for injured and sick.
113– 5.	Hygiene—Principles of personal hygiene.
135–15.	Interior guard duty.
150– 5.	Marksmanship, rifle, individual.
420–40.	Sections I, II, III, V, and VIII—Drill and combat signals.
420–45.	Drill—General introduction.
420–50.	Sections I and II—Drill, rifle squad, and platoon.
420–85.	Extended order, rifle squad, section, and platoon.
420–105.	Combat principles—Rifle squad.

(6) *Sergeants.*—Corporals who are candidates for promotion to the rank of sergeant (regular warrant) shall be examined in all subjects prescribed in the examination preliminary to promotion to the rank of corporal; in the regulations governing the accountability and the administration of small detachments, particularly with reference to the preparation of blank forms, muster rolls, and pay rolls; and in the subject matter of the following War Department Training Regulations:

No. 150–10.	Marksmanship—Rifle—General.
150–30.	Marksmanship—Automatic rifle.
190– 5.	Map reading.
190–10.	Conventional signs.
200– 5.	Scouting and patrolling, dismounted.
420–110.	Combat principles—Rifle section.
420–115.	Combat principles—Rifle platoon.

(7) *Quartermaster sergeants, paymaster sergeants, and supply sergeants.*—Candidates for appointment to the grade of quartermaster sergeant, paymaster sergeant, or supply sergeant (regular warrant) shall be examined in arithmetic, composition of official letters, spelling, and typewriting. In addition, they shall be examined in accountability and administration of the staff department (adjutant and inspector's, quartermaster's, or paymaster's) to which they are candidates for appointment for duty, and in the use and preparation of blank forms pertaining to that department.

(8) *Noncommissioned officers promotion board.*—A noncommissioned officers promotion board will meet semiannually in January and July, or as often as may be directed by the Major General Commandant, for the purpose of preparing rosters for promotion to the grades of sergeant major, first sergeant, gunnery sergeant, and staff sergeant, from names recommended by officers throughout the service. Promotions will be made from these rosters as far as practicable. (C. M. C. M. 3.)

(9) A man whose name is on one of the promotion rosters and who has not been promoted prior to the approval of the next roster will be reconsidered by the board, together with the new names received, when a new roster is prepared. Everything else being equal, the candidate who has the best record, and the longest and most varied service, will be given preference for promotion to the grade under consideration. (C. M. C. M. 3.)

(10) *Sergeants major* will be appointed habitually from first sergeants or gunnery sergeants, and appointments may be made without examination. An applicant should have long and varied service, an excellent record, mature age, and have the demonstrated ability to perform the military and clerical duties required of a sergeant major. The applicant should have the personal ability to command, and the bearing and other soldierly qualities that go to make him the outstanding marine in the organization to which attached. (C. M. C. M. 3.)

(11) *First sergeants* will be selected habitually from the list of gunnery sergeants or sergeants, and may be appointed without examination. Leadership should be the outstanding characteristic of a first sergeant. He should be in fact as well as in name the first sergeant, capable of maintaining discipline, conducting drills and instructions, and handling the organization either in barracks or in the field. His clerical qualifications and duties should be given weight and importance, but placed secondary to the qualification of leadership. Records of candidates for this grade should clearly indicate the above qualifications. (C. M. C. M. 3.)

(12) *Qualifications for gunnery sergeants.*—A gunnery sergeant must have qualifications in one or more of the following technical subjects:

(*a*) Aviation.
(*b*) Communications.
(*c*) Engineer and post maintenance.
(*d*) Motor transportation.
(*e*) Ordance (covering qualifications in either infantry weapons, Marine Corps artillery, or naval ordnance).

In recommending a candidate the officer should clearly state in detail the experience and proficiency of the man in the technical subject for which he is being recommended. (C. M. C. M. 3.)

(13) *Gunnery sergeants* shall not be detailed as clerks, orderlies, or chauffeurs, or for duty connected with messes, commissaries, post exchanges, guards, or police. (C. M. C. M. 3.)

(14) *Staff sergeants (clerical).*—The board will give preference to candidates who are competent stenographers. Favorable consideration will be given, however, to typists who have had sufficient clerical experience to qualify them for general clerical work in the Marine Corps. (C. M. C. M. 3.)

(15) *Staff sergeants (mechanical).*—Only artisans will be considered for this grade. The candidate's recommendation must show his experience and proficiency in some trade or specialty useful to the Marine Corps. In general, these trades and specialties are:

Aviation.
Motor transport.
Radio.
Depot of supplies.
Recruiting bureau.
Machinist.
Bricklayer.
Ice-plant engineer.
Construction overseer.
Carpenter.
Laundry.
Upholsterer.
Post maintenance.
Plumber.
Power-plant engineer.

(C. M. C. M. 3.)

(16) ***Schools.***—School will habitually be held in each post or organization for the proper training of privates and privates first class recommended for promotion and of noncommissioned officers. The course should be such as to fit the men to pass the required examination for the next higher rank.

(17) ***A reenlisted marine*** who at the time of his discharge from the Marine Corps was a noncommissioned officer may be warranted by the Major General Commandant in the noncommissioned rank he held at the time of his discharge without examination.

(18) ***Recommendations.***—Prior to recommending a noncommissioned officer for advancement to the rank of sergeant major, first sergeant, gunnery sergeant, or staff sergeant, for consideration of the noncommissioned officers' promotion board, an officer will take such steps as may be necessary, by examination if practicable, to determine whether the man concerned is qualified for promotion, and whether he desires promotion to the rank for which he is being recommended. (C. M. C. M. 5.)

6–24

(1) ***Complements*** of noncommissioned officers for posts and organizations will be determined and announced by the Major General Commandant.

(2) ***Appointments*** of noncommissioned officers to grades higher than sergeant will be made only by special authorization of the Major General Commandant.

(3) Appointments of sergeants and corporals may be made by the officers enumerated in article 6–25, in any organization where such appointments will not result in the number of sergeants and corporals exceeding the authorized complement of that organization or exceeding 1 sergeant for every 12 privates and privates first class or 1 corporal for every 6 privates and privates first class, except by special authorization of the Major General Commandant.

(4) Commanding officers of organizations authorized to appoint noncommissioned officers will not in any month make a greater number of appointments to any grade than there are vacancies in that grade on the last day of the preceding month, the number of vacancies in any grade at any time to be computed as the difference between the number of noncommissioned officers of that grade attached to the organization and the number to which the organization is entitled under the provisions of the foregoing paragraph.

(5) When advance notice shall have been received by any commanding officer of the transfer of noncommissioned officers to his post or organization, these noncommissioned officers will be considered as already attached to the post or organization for the purpose of computing vacancies.

(6) Headquarters should be immediately notified if in any case the above provisions should deprive an organization of a suitable number of sergeants and corporals.

(7) The commanding officer of a post, brigade, expeditionary force, or other organization, which contains more than one unit, whose commanding officers are authorized to appoint noncommissioned officers, will so control appointments that none will be made in subordinate units unless the post or organization as a whole has a vacancy in the grade to which appointment in the subordinate unit is desired. (C. M. C. M. 2.)

(7) Commanding officers of posts which contain more than one unit where commanding officers are authorized to appoint noncommissioned officers, or of brigades or expeditionary forces, will not transfer noncommissoned officers from one unit whose commanding officer is authorized to make appointments to another such unit within their commands when such transfer will result in creating vacancies in the complement of the unit from which the transfer is made.

6-25

(1) The following are authorized to make probationary appointments of noncommissioned officers in accordance with article 6-24:

- (*a*) Commanding General, Department of the Pacific.
- (*b*) Commanding officers of expeditionary forces among troops belonging to their headquarters.
- (*c*) Brigade commanders among the troops belonging to their headquarters.
- (*d*) Commanding officers of regularly organized regiments, separate battalions, and aviation squadrons.
- (*e*) Marine officers commanding separate marine organizations on armed transports of the Navy.
- (*f*) Commanding officers of vessels of the Navy having marine detachments as part of the ship's complement.
- (*g*) Commanding officers of posts and separate detachments on shore within and without the United States, except posts which are subordinate to commanding officers of regularly organized regiments, separate battalions, or aviation squadrons.
- (*h*) The Director, Marine Corps Institute.

NOTE.—The authority given to commanding officers of various organizations in paragraphs (*b*) and (*d*) will be exercised by them when the organizations are on vessels of the Navy as well as on shore.

6-26

Transfers.—Except in cases of emergency, a noncommissioned officer will not be transferred away from his post or station during his probationary period.

6-27

Warrants of those recommended for commissions.—When noncommissioned officers who are recommended for commissions are sent for training to a selected post they will be transferred to such post, but their absence will not be considered as creating vacancies in their respective grades and no promotions will be made to fill the vacancies of such men at the post from which transferred pending the result of the examination for commission.

6–28

Reductions will be effected by letter addressed to the noncommissioned officer, to be attached to his warrant, giving date and reason for reduction.

6–29

Desertion.—Should a noncommissioned officer or private, first class, be declared a deserter, his position shall be considered as vacated from the date of his unauthorized absence, and if he be subsequently returned to the service he shall be taken up as a private.

6–30

(1) *Discharge.*—Commanding officers of marines, upon delivery of discharge certificates of noncommissiond officers or privates, first class, shall always indorse thereon, under " Recommendations," a statement as to whether or not the man is recommended for reappointment to his former grade should he reenlist.

(2) Noncommissioned officers so reappointed will immediately assume the rank, insignia, and duties, and will be entitled to the pay of their respective grades, from the date of such reappointment.

(3) An enlisted man shall not be advanced in rank for the purpose of discharge. However, when a man is on duty at a staff office, or upon recruiting or other duty, and was reduced in rank upon transfer to such duty with the understanding that he would be reappointed upon return to general service duty, he may, upon discharge, be reappointed to the rank not above that of sergeant from which he was so reduced, or appointed sergeant if he was reduced from a higher rank.

6–31

(1) *Reenlistment.*—Upon the reenlistment of noncommissioned officers and privates first class, reappointment and appointment by enlisting officers will be governed by the following provisions:

(2) Reappointments and appointments will be made by enlisting officers only when the discharge was with character " Excellent," or with character " Very good " and recommendation appears on the discharge certificate for reappointment. When discharge was with character " Very good " and no recommendation for reappointment appears on the discharge certificate, the question of reappointment will be referred to the Major General Commandant.

(3) Sergeants major, quartermaster sergeants, first sergeants, gunnery sergeants, and staff sergeants will be reappointed to their grades if the reenlistment is on the day (Sundays and holidays excepted) after discharge and at the post or within the organization from which discharged. They will be appointed sergeants if they do not reenlist immediately at the post of duty, but do reenlist at any place within three months from date of discharge.

(4) Sergeants and corporals holding confirmed warrants upon discharge, and privates first class, will be reappointed to their grades if they reenlist within three months from the date of discharge. Upon the

6–25

(1) The following are authorized to make probationary appointments of noncommissioned officers in accordance with article 6–24:

(*a*) Commanding General, Department of the Pacific.

(*b*) Commanding officers of expeditionary forces among troops belonging to their headquarters.

(*c*) Brigade commanders among the troops belonging to their headquarters.

(*d*) Commanding officers of regularly organized regiments, separate battalions, and aviation squadrons.

(*e*) Marine officers commanding separate marine organizations on armed transports of the Navy.

(*f*) Commanding officers of vessels of the Navy having marine detachments as part of the ship's complement.

(*g*) Commanding officers of posts and separate detachments on shore within and without the United States, except posts which are subordinate to commanding officers of regularly organized regiments, separate battalions, or aviation squadrons.

(*h*) The Director, Marine Corps Institute.

NOTE.—The authority given to commanding officers of various organizations in paragraphs (*b*) and (*d*) will be exercised by them when the organizations are on vessels of the Navy as well as on shore.

6–26

Transfers.—Except in cases of emergency, a noncommissioned officer will not be transferred away from his post or station during his probationary period.

6–27

Warrants of those recommended for commissions.—When noncommissioned officers who are recommended for commissions are sent for training to a selected post they will be transferred to such post, but their absence will not be considered as creating vacancies in their respective grades and no promotions will be made to fill the vacancies of such men at the post from which transferred pending the result of the examination for commission.

6–28

(1) When a recommendation is made for the reduction of a noncommissioned officer for inefficiency, a statement of the man concerned, or his declaration that he has no statement to make, will be forwarded therewith. (C. M. C. M. 3.)

(2) *A reduction* will be effected by letter addressed to the noncommissioned officer, to be attached to his warrant, giving date and reason for reduction.

6–29

Desertion.—Should a noncommissioned officer or private, first-class, be declared a deserter, his position shall be considered as vacated from the date of his unauthorized absence, and if he be subsequently returned to the service he shall be taken up as a private.

6–30

(1) *Discharge.*—A commanding officer of marines, upon delivery of a discharge certificate of a noncommissioned officer or private first class, shall always indorse thereon, under "Recommendations," a statement as to whether or not the man is recommended for reappointment to his former grade should he reenlist.

(2) A noncommissioned officer so reappointed will immediately assume the rank, insignia, and duties, and will be entitled to the pay of his grade, from the date of such reappointment.

(3) An enlisted man shall not be advanced in rank for the purpose of discharge. However, when a man is on duty at a staff office, or upon recruiting or other duty, and was reduced in rank upon transfer to such duty with the understanding that he would be reappointed upon return to general duty, he may, upon discharge, be reappointed to the rank not above that of sergeant from which he was so reduced, or appointed sergeant if he was reduced from a higher rank.

6–31

(1) *Reenlistment.*—Upon the reenlistment of noncommissioned officers and privates first class, reappointment and appointment by enlisting officers will be governed by the following provisions:

(2) Reappointments and appointments will be made by enlisting officers only when the discharge was with character "Excellent," or with character "Very good" and recommendation appears on the discharge certificate for reappointment. When discharge was with character "Very good" and no recommendation for reappointment appears on the discharge certificate, the question of reappointment will be referred to the Major General Commandant.

(3) Noncommissioned officers and privates first class will be reappointed in their respective ranks only if the reenlistment is on the day (Sundays and holidays excepted) after discharge and at the post or within the organization from which discharged. (C. M. C. M. 1.)

(4) All reappointments and appointments in accordance with this article will be regular or technical, permanent, or temporary, and probationary or confirmed in accordance with the appointment held on discharge, and will be effected by letters from the enlisting officers to the men concerned, stating the facts and dates of reappointments or appointments, and the occasion therefor, e. g., "upon reenlistment."

6–32

A copy of each appointment, reappointment, or reduction shall, as made, be forwarded to the Major General Commandant, and, if within the Department of the Pacific, an additional copy shall be forwarded to the departmental commander.

ELIGIBLE LIST OF NONCOMMISSIONED OFFICERS FOR RESERVE COMMISSIONS

6–33

(1) A list will be kept at Headquarters of noncommissioned officers eligible for appointment as commissioned and warrant officers in the Reserve in case of war. Candidates for this list must fulfill the following conditions:

(*a*) Must be citizens of the United States between the ages of 20 and 35. In special cases the age limit may be extended to 45.

(*b*) Must be in the regular Marine Corps or in the Marine Corps Reserve.

(*c*) Must have served on active duty as a sergeant or higher for one year.

(*d*) Must have attained the highest efficiency as a noncommissioned officer and have demonstrated aptitude for leadership.

(*e*) Must have an excellent record. (C. M. C. M. 1.)

(2) Officers will from time to time submit recommendations of noncommissioned officers who fulfill the requirements. The Major General Commandant will select those best qualified and designate them to take the preliminary examination, as follows:

(*a*) Writing a composition of not less than 300 words on a subject within the scope of the candidate's knowledge, the subject to be selected by the candidate from several submitted to him. Marking will be on grammar, spelling, punctuation, penmanship, construction, and phraseology.

(*b*) United States History, 10 questions.

(*c*) Geography of the United States, 10 questions.

(*d*) Arithmetic, 10 problems, to include common and decimal fractions, percentage, one problem at least to be the computation of the area of land or the contents of a solid.

(*e*) Probable efficiency, to include record, recommendations, and other evidence submitted or received.

The examining board will consider any additional evidence of educational qualifications, such as attendance or graduation at high school, college, or other similar institution; proficiency in foreign languages; or other attainments. No physical examination will be required. (C. M. C. M. 1.)

(3) The names of successful candidates will be placed on the eligible list in a probationary status. They will be expected to then take one of the basic courses, correspondence school, Marine Corps Schools, Quantico, and upon successful completion thereof within a reasonable time their status will become confirmed. Names may be removed from the eligible list at any time for cause. (C. M. C. M. 1.)

(4) Notation will be made on page 14 of the service-record book and under "Remarks" on discharge certificates in the cases of men whose names are on the eligible list, in the following form:

"On eligible list for Reserve commission (or warrant), probationary (or confirmed)." (C. M. C. M. 1.)

ISSUE OF BOOKS TO NONCOMMISSIONED OFFICERS WHO ENROLL FOR A MARINE CORPS SCHOOLS CORRESPONDENCE COURSE

6–34

(1) When a noncommissioned officer has been placed on the eligible list provided for in article 6–33, and enrolls for a Marine Corps Schools correspondence course, one copy of Field Service Regulations, U. S. A., and one set of Training Regulations (Distribution "A"), with binders, will be issued to him, on memorandum receipt, for use until he completes the course, and he will be afforded access, by his commanding officer, to copies of the Marine Corps Manual and Naval Courts and Boards on hand at the post or station. (C. M. C. M. 1.)

(2) The Field Service Regulations and the Training Regulations will be supplied and invoiced by the Depot Quartermaster, Philadelphia, Pa., to the accountable officer of the post or organization to which the noncommissioned officer for whom they are required is attached (whose name and rank will be stated on the invoice), upon receipt of notice from the Commanding Officer of the Marine Corps Schools that he has enrolled for a correspondence course. (C. M. C. M. 1.)

(3) When the noncommissioned officer to whom Field Service Regulations and Training Regulations have been issued is transferred, the books in his possession will be invoiced to the accountable officer of the post or organization to which the transfer is made, and the Depot Quartermaster, Philadelphia, Pa., ~~and the Adjutant and Inspector~~ notified by the invoicing officer of the transfer of the books. (C. M. C. M. 1.)

(4) When the noncommissioned officer to whom such books have been issued is about to be discharged, he will be required to turn them in. If he does not reenlist within three months, the Field Service Regulations and the Training Regulations so turned in will be returned to the Depot Quartermaster, Philadelphia, Pa. Books turned in by the noncommissioned officer upon completion of the course for which he has enrolled will be disposed of in the same manner. (C. M. C. M. 1.)

TRANSFERS FROM STAFF OFFICES TO GENERAL DUTY

6–35

Noncommissioned officers and privates first class who have been reduced for detail in a staff office or a depot of supplies and who are subsequently transferred to general duty after service which would have entitled them to retain their rank if they had remained on general service, will, except when the transfer is for serious misconduct, be appointed as follows: (*a*) to the rank of sergeant if the reduction was from a higher rank; and (*b*) to the rank from which reduced if that rank was sergeant or below. (C. M. C. M. 1.)

PRIVATES FIRST CLASS

6–41

(1) *Appointments.*—The following are authorized to appoint privates first class within their commands not to exceed 40 per cent of the combined total of privates first class and privates of the permanent personnel of recruit depots, Marine Corps Schools (staff), and of organized marine detachments of naval vessels, and not to exceed 18 per cent of the combined total of privates first class and privates of other commands:

(*a*) Commanding General, Department of the Pacific.

(*b*) Commanding officers of all posts.

(*c*) Brigade commanders among the troops belonging to brigade headquarters; commanding officers of advanced base forces, regularly organized regiments, separate or detached battalions, and companies.

(*d*) Commanding officers of organized marine detachments on armed transports of the Navy.

(*e*) Commanding officers of separate expeditionary organizations, less than a regiment outside of the United States.

(*f*) Commanding officers of marine aviation squadrons.

(*g*) Officers in charge of recruiting divisions, for detail on recruiting duty.

(*h*) Commanding officers of vessels of the Navy having organized marine detachments.

(*i*) Commanding officers and noncommissioned officers in charge of separate marine detachments ashore. (C. M. C. M. 2, 3, and 4.)

(2) *Reduction.*—The above appointing powers have authority to reduce first-class privates to privates, within their organizations, as they may see fit.

(3) *Transfers.*—Appointments will not be vacated by transfer from an organization. Whenever, by reason of transfer, the proportion of first-class privates exceeds the authorized percentage of the total number of privates attached to the command, the excess may be retained until vacancies occur within the organization or until the number can be reduced by transfer.

(4) *Form of appointments.*—Appointments will be made in the form of an order signed by the commanding officer. (C. M. C. M. 1.)

6–42

Probationers.—Enlisted men who are serving in probationary periods as the result of conviction by courts-martial shall not be promoted to noncommissioned rank or appointed private first class.

6–43

The foregoing provisions in regard to noncommissioned officers and privates, first class, are subject to such special instructions as may be issued by the Major General Commandant. (C. M. C. M. 6.)

CHAPTER 7

DISCIPLINE

PUNISHMENTS

7–1

(1) *Regulations.*—Punishments for offenses committed by persons belonging to the Marine Corps shall be inflicted in accordance with the provisions of the Articles for the Government of the Navy.

(2) When marines are detached for service with the Army by order of the President, they are subject, while so detached, to the Rules and Articles of War prescribed for the government of the Army.

(3) Under no circumstances shall an offender be placed on guard or required to perform extra guard duty as a punishment, whether serving afloat or on shore.

(4) *Deck and summary courts.*—For the trial of offenses which the commanding officer of marines may deem deserving of greater punishment than he is authorized to inflict under the provisions of article 24, A. G. N., but not sufficient to require trial by general court-martial, he may order a deck court or summary court-martial.

(5) *General courts-martial.*—Offenses, which, in his opinion, require the trial of the offender by a general court-martial, shall be reported by him through official channels to the officer within whose command he is serving who has authority to convene general courts-martial, or, if there be none such, to the Secretary of the Navy, through the Major General Commandant.

(6) *Recommendations* for trial by general courts-martial should be so complete of themselves as to afford all important facts necessary for the preparation of charges and specifications. Service-record books will, whenever available, accompany recommendations for trial for unauthorized absence. In cases of theft, the articles stolen, ownership, place and time of theft, and the value of items will be clearly specified. Original checks will, whenever practicable, accompany recommendations for trial for unlawful check transactions. (Photographic copies will be accepted when originals can not be produced.) Specimen charges and specifications often prove of considerable value as indicating precisely the real nature and extent of the offense charged and will accordingly be furnished.

(7) *Accidental discharge of firearms.*—Every man who is responsible for an accidental discharge of any weapon through careless handling shall be tried by general court-martial, summary court-martial, or deck court, according to the degree of negligence and the consequences of the act.

(8) *It is the policy of the department not* to resort to trial by general court-martial except in those cases where it is clearly evident that a deck court or a summary court-martial would be unable to award a suitable and effective punishment.

(9) *Officer under arrest.*—When a commanding officer has an officer placed under arrest for trial by general court-martial, he will notify the paymaster carrying such officer's account of his action and of the nature of the charges which are to be preferred. A copy of the notification will be furnished to the paymaster.

DESERTERS AND STRAGGLERS

7–2

Rewards.—An offer of reward for the apprehension and delivery of a straggler or a deserter will state that payment of said reward will be made upon the delivery of the straggler or the deserter at any marine barracks, Marine Corps recruiting station, or such other place as the Major General Commandant may direct, ~~and must not be issued after the date of apprehension unless expressly authorized by order of the Major General Commandant~~. In case of a deserter, the offer of reward will specify that delivery must be made within 22 months after expiration of enlistment.

7–3

Desertion defined.—Absence without leave with a manifest intention not to return will be regarded as desertion; therefore when the intention to desert is apparent a reward will be offered immediately, without awaiting the expiration of 10 days.

7–4

The staff returns of a deserter will be forwarded to the Major General Commandant. A notation will be made and signed in the service-record book as to whether or not a reward has been offered for the apprehension and delivery of the deserter, and if so the amount of the reward.

7–5

Reward, where sent.—A signed copy of the offer of reward for the apprehension and delivery of a deserter or straggler will be sent to the Adjutant and Inspector; to the recruiting officer nearest the place of the deserter's usual residence; to the deserter's next of kin; to the mayor (or chief of police) of the town where he resided at date of enlistment; to the chief of police of any other towns to which it is thought he may have proceeded, the selection being governed by facts obtained from his military history, declarations to comrades, or other sources of information; and to such detective agencies as may be designated. A copy of the offer of reward will also be pasted in the man's service-record book. (C. M. C. M. 1.)

7-6

(1) *Entries in service-record books.*—In order to have at hand and immediately available for use before courts-martial the necessary evidence for the trial of enlisted men of the Marine Corps who have been declared deserters, and to aid courts-martial in determining whether such men are guilty of desertion or absence without leave, when the staff returns are closed, entries signed by the commanding officer will be made in service-record books of the following circumstances attending the desertion:

Disposal of effects, especially uniforms.
Secret preparations.
Procuring plain clothes.
Declarations.
Desire to quit the service.
Taking passage for a distant point.
Escaping from arrest.
Commission of an offense and fear of punishment therefor.
Whether or not any effects of value were left.
Hour and date and place or port of desertion.

(2) The entries "Not known" and "Unknown" shall not be inserted in the service-record book until every reasonable effort has been made to discover the probable causes.

7-7

Inventory of Government property.—Immediately upon the desertion of an enlisted man an inventory will be made, by a disinterested officer or noncommissioned officer detailed for the purpose, of the Government property left by him. The officer holding the man's recepit will promptly ascertain what Government property covered by such receipt is lost, missing, damaged, or destroyed, and will forward a list of the same on Form N. M. C. 697, requesting checkage against the account of the deserter. This form will be prepared and handled in accordance with the printed instructions.

7-8

Inventory of personal effects.—Commanding officers of organizations will immediately collect and make an inventory of the effects left by absentees. When an absentee is declared a deserter his effects and the inventory will be turned over to the post quartermaster, who will receipt for them. These effects will be held until two months from the date of desertion, after which time any discharge certificates, noncommissioned officers' warrants, medals, badges, etc., will be mailed to the Adjutant and Inspector, Headquarters, Marine Corps, uniform clothing will be disposed of as indicated in Article 15-18 (1)

Washington, D. C. other effects will be disposed of by sale at public auction, the amount received from such sale to be handled as set forth in article 28-95. (See arts. 1879 (2), Navy Regulations, and 15-18, Marine Corps Manual.) (C. M. C. M. 2 and 4.)

7-9

(1) *Report of deserters and stragglers.*—When a deserter or straggler surrenders or is delivered at a post, recruiting station, or on board a ship, a report will be made by dispatch and on the same day a written report, in duplicate, will be sent direct to the Major General Commandant, except that in the case of a straggler who surrenders or is delivered at his place of duty no dispatch or written report is required. The written report will cover the following points:

- (*a*) Hour and date of surrender or delivery.
- (*b*) Date and place of unauthorized absence.
- (*c*) In case of delivery, by whom delivery was made, whether claim is made for reward, amount, and whether claimant has signed voucher for reward.
- (*d*) Statement of deserter or straggler.
- (*e*) Proof of identity.
- (*f*) Whether deserter or straggler was in uniform, condition of his clothing, and whether adequate for the season.
- (*g*) Report of physical condition by medical officer.
- (*h*) Recommendation. (C. M. C. M. 1.)

(2) When a deserter or straggler surrenders or is delivered at a post under the jurisdiction of the Department of the Pacific, or at a recruiting station of the Western Recruiting Division, or at recruiting stations of the district of Denver, a dispatch will be sent immediately to the Commanding General, Department of the Pacific, who will issue such instructions as he may deem necessary in connection with the sending of a guard or furnishing transportation. In addition, a written report, in duplicate, will be mailed to the Major General Commandant on the same day and a copy sent to the Department of the Pacific. (C. M. C. M. 1 and 3.)

7-10

(1) *Payment of reward.*—The officer receiving a deserter shall satisfy himself that the man is a deserter and that he is the person he is represented to be, and, if any doubt exists with respect to his identity, shall telegraph his personal description and statement of service claimed to Headquarters, with a request for verification.

(2) When the identity of a deserter or straggler is established, the officer receiving the deserter shall prepare the necessary vouchers for the payment of the reward offered and forward them to the nearest disbursing officer of the quartermaster's department for payment. A copy of the offer of reward, including the description of the man, must accompany the voucher. The disbursing officer receiving such voucher shall, if it be in due form, make the necessary payment. (See arts. 18–81 and 18–82.)

(3) When a commanding officer is advised by the civil authorities of the arrest or surrender of an absentee, in the absence of definite information, the date of such arrest, or surrender, will be ascertained and if any reward for delivery is paid, it will be based on the offer outstanding at the time of the man's arrest. A reward will not be paid for the delivery of an absentee who is arrested while on authorized liberty, nor a reward greater than $25 for the delivery of an absentee who at the time of his arrest was in the status of a straggler. Where there is any doubt as to the method of procedure, or when extraordinary circumstances exist, such cases should be referred to the Major General Commandant, who will determine on the merits of the case the amount of the reward, if any, to be paid.

7–11

Deserters shall be taken up on the rolls of the post designated by the Major General Commandant.

7-12

Physical examination.—The officer receiving a deserter shall also cause him to be examined by a medical officer, and if he be found physically unfit will so telegraph to Headquarters. By physical unfitness of a deserter is meant that degree of unfitness resulting from disease or disability which would render him, in case of his return to the Marine Corps authorities, a menace to the health of those with whom he would come in contact, or which would put the Government to a greater expense in his care and treatment than would be warranted by the benefit accruing to the service by reason of his punishment. The test of unfitness in the case of a deserter is entirely different from the standard set in the case of an applicant for enlistment. While such disabilities as loss of fingers, flat feet, underweight, impaired vision or hearing, loss of teeth, varicose veins, etc., would cause the rejection of an applicant for enlistment, their existence in a deserter will not render him unfit and should not constitute a reason why he should escape punishment. To constitute unfitness in a deserter there must exist disabilities or diseases of a more serious and vital nature, such as insanity, tuberculosis, appendicitis, diseases of a contagious nature, etc. Again, a distinction should be made between deserters for whom a reward has been paid for delivery and those who voluntarily surrender; in the former case, i. e., where a reward has been paid for delivery, the deserter will not be pronounced "unfit" except as above outlined, while in the latter case, where the deserter voluntarily surrenders, he will be pronounced "unfit" if the disability be such as would unquestionably preclude enlistment.

7-13

Desertion in time of war.—Marines who deserted in time of war and who have been in desertion more than two years are not amenable to naval jurisdiction.

7-14

Discharge as undesirable.—When a deserter is discharged as undesirable, an itemized statement of all expenses incurred will be reported to the Paymaster and the Quartermaster furnished with a certificate that the necessary checkage has been made.

7-15

Discouragement of straggling.—Every effort will be made to discourage the practice of marines willfully absenting themselves and reporting in at other stations for duty.

7-16

(1) *Man's commanding officer notified by telegraph.*—When a straggler from another post is apprehended or surrenders within 10 days from the time of his original absence, the commanding officer will immediately telegraph this information to the commanding officer of the barracks from which the man is absent, giving the date and hour of his original surrender.

(2) Upon the receipt of such a telegram the commanding officer shall retain the staff returns until orders as to their disposition are received from Headquarters.

7-17

Applicants eloping, etc.—When an applicant for enlistment transferred from a recruiting station to a barracks elopes, refuses to complete enlistment, or is rejected, report will be made to the officer in charge of recruiting direct. A copy of the report will be sent to the recruiting officer who accepted the applicant, and (in case of rejection by the medical officer) a copy to the Bureau of Medicine and Surgery.

COURT-MARTIAL MEMORANDA

7-18

Who makes, where sent.—Commanding officers of marines at shore stations shall prepare the deck and summary court-martial memoranda in triplicate on Form N. M. C. 512. One copy shall be transmitted to the Adjutant and Inspector, one copy mailed direct to the General Accounting Office, and the third copy pasted in service-record book. The officer signing court-martial memoranda will be held pecuniarily responsible for the correctness of entries made over his signature. Great care should therefore be exercised to see that court-martial memoranda contain correct statements of facts, particularly as to forfeitures of pay.

7-19

(1) *Absence without leave and over leave.*—Care shall be taken in describing the offenses of absence without leave and absence over leave. The memoranda shall show briefly, in substantial accordance with the following example, the dates and the hours of the beginning and the ending of the unauthorized absence:

"AWOL (or AOL), 7.30 a. m., March 14, 1916, to 7 p. m., March 16, 1916, when reported at ———"

Absence or return beginning or ending at noon or midnight should be stated "12 noon" or "12 midnight."

(2) If the man surrendered at a post or station other than that from which he absented himself, and was returned to the latter, the memorandum shall contain additional data similar to the following:

"Joined this command therefrom, March 18, 1916."

(3) All entries under "Remarks" on pay rolls and muster rolls shall agree with the data contained in the memorandum above mentioned.

(4) *Loss of pay.*—Commanding officers of marines at shore stations, and other officers in command of detachments keeping and rendering pay rolls to the paymaster's department, will note, over their signatures, on the records of summary and deck courts, that the loss of pay in the particular case, if any has been adjudged and approved, has been noted in service-record book.

CHAPTER 8

DECORATIONS, MEDALS, AND BADGES

General

8–1

Presentation.—The recipient of a medal of honor shall, when practicable, be ordered to Washington, D. C., where the presentation may be made by the President as Commander in Chief, or by such representative as the President may designate. All other decorations and medals herein authorized shall, when practicable, be presented by the commanding officer at a parade, and shall be worn on the prescribed occasions.

8–2

Gratuitous issues.—All decorations, medals, badges, ribbons, and auxiliary insignia will be gratuitously issued as an article of uniform to officers and enlisted men, who are entitled thereto; also to former officers and enlisted men who have been honorably separated from the naval service. Duplicates will be gratuitously issued to enlisted men in the service, and will be sold at cost price to officers, warrant officers, and men out of the service, upon presentation of satisfactory evidence that the original was lost, destroyed, or rendered unfit for use without fault or neglect on the part of persons to whom originally furnished, except as otherwise provided in article 1709 (7), N. R.

8–3

(1) *Ribbons, fourrageres, and auxiliary insignia.*—An allowance of not more than one ribbon for each decoration presented by the United States Government, one ribbon (with stars or Maltese cross, when required) for each service medal, one expeditionary ribbon (with numeral, when required), one good-conduct ribbon (with numeral, when required), and one fourragere, is prescribed for gratuitous issue during an enlistment, if necessary, to each enlisted man entitled thereto.

(2) Ribbons, stars, Maltese crosses, numerals, and fourrageres issued in excess of allowance will be charged to enlisted men at invoice price. Officers requiring additional ribbons, fourrageres, etc., may purchase them.

8–4

Officers and enlisted men of the Navy, including former officers and former enlisted men who have been honorably separated from the naval service, and who were attached to marine units on any occasion for which a service medal or other insignia is awarded, will be issued the medal or other insignia appropriate to such service upon application to the Major General Commandant.

8–5

Wearing medals while undergoing punishment.—The commanding officer may prohibit the wearing of decorations, medals, ribbons, or badges by any person undergoing punishment. (U. Regs. 350.)

8–6

Insignia withheld.—No decoration, medal, badge, ribbon, or other insignia herein described shall be awarded or issued to any individual, or to the representative of any individual, whose entire service subsequent to the time when his right thereto arose shall not have been honorable, unless such right shall be absolute under the law.

MEDALS OF HONOR, ETC.

8–7

Any officer or enlisted man may receive a medal of honor, distinguished-service medal, navy cross, or life-saving medal. (Arts. 1707, 1709, N. R.)

BREVET MEDALS

8–8

Brevet medals are authorized for issue to officers holding brevet commissions.

GOOD-CONDUCT MEDALS

8–9

(1) ~~*Eligibility.*—When a man is discharged upon the expiration of his first enlistment with a final average marking of 4.6 or over for military efficiency, obedience, and sobriety, and is recommended therefor by his commanding officer, he may be awarded a good-conduct medal; when a man is discharged upon the expiration of a subsequent enlistment with a final marking of 4.8 or over, and is recommended therefor by his commanding officer, he may be awarded a good-conduct medal, or a good-conduct bar if he is in possession of a medal.~~

(2) *Extension of enlistment.*—If a man has extended his enlistment and is discharged during or upon the expiration of such extension, he will likewise

An enlisted man discharged after not less than two years service in his enlistment, to accept a warrant or commission, is eligible for a good conduct medal.

GOOD-CONDUCT MEDALS

8–9

(1) *Eligibility.*—When a man is discharged upon the expiration of his first enlistment with a final average marking of 4.6 or over for military efficiency. obedience, and sobriety, and is recommended therefor by his commanding officer, he may be awarded a good-conduct medal; when a man is discharged upon the expiration of a subsequent enlistment with a final marking of 4.8 or over, and is recommended therefor by his commanding officer, he may be awarded a good-conduct medal, or a good-conduct bar if he is in possession of a medal. An enlisted man discharged after not less than two years' service in his enlistment, to accept a warrant or commission, is eligible for a good-conduct award. (C. M. C. M. 1.)

(2) *Extension of enlistment.*—If a man has extended his enlistment and is discharged, transferred to the Fleet Marine Corps Reserve, or retired during or upon the expiration of such extension, he will likewise be eligible for a good-conduct award. If the discharge is upon the expiration of a 4-year extension, or of extensions aggregating four years, the man will be eligible for an award for the original enlistment and to an additional award for the extension. (C. M. C. M. 4.)

be eligible for a good-conduct award. Men serving in an extended enlistment who received a good-conduct award upon completion of the orginal term, will not be eligible for another award upon discharge.

(3) *Court-martial men not eligible.*—Ordinarily, recommendation for a good-conduct medal should not be made in the case of a man who during his current enlistment has been convicted by a court-martial, other than a deck court, and whose sentence has been approved by proper authority; but if a recommendation for a good-conduct medal is made in such a case, the reasons therefor shall be given over the commanding officer's signature.

(4) *Recommendation.*—At posts having a company organization the markings shall be entered personally and signed by the man's company commander, who shall also make recommendations as to good-conduct medals and bars. Commanding officers of such posts shall satisfy themselves that company records are properly kept and that company commanders comply with the provisions of this article. In cases where the commanding officer of a post does not agree with the markings for transfer or discharge or the recommendations in regard to good-conduct medal or bar, his recommendation with reasons therefor shall be given over his signature.

(5) *Awards.*—The award upon discharge will be made by the officer who issues the discharge certificate.

(6) *Delivery.*—The medal or bar will be delivered with the discharge certificate, or where this is impracticable will be delivered or forwarded as soon as possible thereafter.

(7) *Revocation.*—Good-conduct medals and bars or their advantages can not be taken from men holding them except by sentence of general court-martial.

SERVICE MEDALS

8-10

Service medals will be issued to officers and enlisted men who are now or were formerly in the Marine Corps, as follows:

(1) *Civil War campaign medal.*—For service in the Marine Corps, Regular or Volunteer Army, or in the militia of the United States, during the Civil War, between April 15, 1861, and April 9, 1865. (N. D. S. O. 82, June 27, 1908.)

(2) *Spanish campaign medal.*—For service of not less than 90 days between April 20, 1898, and December 10, 1898, in the Marine Corps. (N. D. S. O. 82, 1908, and N. D. G. O. 81, 1922.)

(3) *Philippine campaign medal.*—For service on vessels of the Navy, or on shore in the Philippine Islands, between February 4, 1899, and July 4, 1902, or on shore in the Department of Mindanao cooperating with the Army, between February 4, 1899, and December 31, 1904. (N. D. S. O. 82, 1908.)

(4) *China campaign medal.*—For service ashore in China with the Peking Relief Expedition, between May 24, 1900, and May 27, 1901, or with the legation guard at Peking, or on vessels of the Navy in China waters as stated in paragraph (d), page 7 of N. D. S. O. 82, June 27, 1908. (N. D. S. O. 82, June 27, 1908; act of Mar. 3, 1909; N. D. G. O. 188, Jan. 18, 1916.)

(5) *Cuban pacification medal.*—For service in Cuba with the Army of Cuban pacification or in Cuban waters in connection with the Cuban pacification, between September 12, 1906, and April 1, 1909. (N. D. G. O. 35, Aug. 13, 1909; N. D. G. O. 188, Jan. 18, 1916; N. D. G. O. 216, May 23, 1916; N. D. G. O. 381, Mar. 26, 1918.)

(6) *Nicaraguan campaign medal.*—For service in Nicaragua under the command of Rear Admiral William H. H. Southerland or on board the *Annapolis*, *California*, *Cleveland*, *Colorado*, *Denver*, Maryland ~~*Glacier*~~, or *Takoma*, between July ~~August~~ 29 28, 1912, and November 14, 1912, inclusive. (The President's letter to Assistant Secretary of the Navy, Sept. 22, 1913.)

(7) *Mexican service medal.*—For service on shore at Vera Cruz from April 21 to April 23, 1914, inclusive, or on board any of the vessels named in article A-1015, Bureau of Navigation Manual, between the dates designated opposite each ship.

(8) *Haiti campaign medal.*—For service in Haiti from July 9, 1915, to December 6, 1915, or any part of such period, or on board those vessels of the Navy listed in N. D. G. O. 305, June 22, 1917, and between the dates set forth in said order for each vessel. (G. O. No. 478, June 17, 1919.)

(9) *Haiti campaign medal, 1919-1920.*—For service in Haiti from April 1, 1919, to June 15, 1920, or any part of such period, or on board those vessels of the Navy listed in N. D. G. O. 77, 1921.

(10) *Dominican campaign medal.*—For service in Santo Domingo between May 5, 1916, and December 4, 1916, and on board vessels of the Navy listed in N. D. G. O. 76, 1921.

(11) *Victory medal, World War.*—For honorable service in the World War, between April 6, 1917, and November 11, 1918. (N. D. G. O.'s No. 482, June 30, 1919; No. 496, Aug. 11, 1919; No. 504, Sept. 27, 1919; No. 508, Oct. 27, 1919; No. 528, Apr. 25, 1920.) M. C. O. No. 50 (1919); N. D. G. O. 83, 1922.

EXPEDITIONARY RIBBONS

8-11

(1) Expeditionary ribbons, for service with the following-named expeditions or other operations for which no campaign medals have been authorized, will be issued to officers and enlisted men who are now or were formerly in the Marine Corps:

(*a*) Hawaiian Islands: February 12-20, 1874. Marines from *Tuscarora* and *Portsmouth* ashore at Honolulu.

(*b*) Egypt: June 10-August 29, 1882. Marines from *Lancaster*, *Nipsic*, and *Quinnebaug* ashore at Alexandria.

(*c*) United States of Colombia: March 31-May 22, 1885. Expeditionary force of marines ashore in the State of Panama (April 11-May 22); marines of *Galena*, ashore from March 31, 1885.

(*d*) Corea: June 19-30, 1888. Marines of *Essex* ashore at Seoul.

(*e*) Samoa: November 13, 1888–March 20, 1889. Marines of *Nipsic* ashore at Apia.

(*f*) Hawaiian Islands: July 30–31, 1889. Marines of the *Adams* ashore at Honolulu.

(*g*) Argentina: July 30, 1890. Marines of the *Tallapoosa* ashore at Buenos Aires.

(*h*) Republic of Haiti: May 2–June 20, 1891. Marines of the *Kearsarge* ashore on Navassa Island.

(*i*) Chile: August 28–30, 1891. Marines of the *San Francisco* and *Baltimore* ashore at Valparaiso.

(*j*) Hawaiian Islands: January 16–April 1, 1893. Marines of the *Boston* ashore at Honolulu.

(*k*) Corea: July 24, 1894–November 30, 1895. During the Japanese-Chinese War, marines of the *Baltimore*, *Concord*, *Charleston*, and *Detroit*, at various times, served as an American Legation guard at Seoul from July 24, 1894, to June 19, 1895; marines of the *Yorktown* from July 24 to November 30, 1895; and marines of the *Machias* from November 29, 1895, to April 3, 1896.

(*l*) United States of Colombia: March 8–9, 1895. Detachment of marines from *Atlanta* ashore at Boca del Toro.

(*m*) China: December 4, 1894–May 16, 1895. During Chinese-Japanese War, marines of *Baltimore* ashore at Tientsin.

(*n*) China: March 1–18, 1895. Marines from *Yorktown* ashore at Chefoo.

(*o*) Samoa: March 14–May 18, 1899. Marines of *Philadelphia* ashore.

(*p*) United States of Colombia: November 11–December 4, 1901. Marines from *Machias*, *Marietta*, *Iowa*, *Concord*, and *Ranger* land in the State of Panama at various times within this period.

(*q*) United States of Colombia: April 17–19, 1902. Detachment of marines from *Machias* ashore at Boca del Toro.

(*r*) United States of Colombia: September 23–November 18, 1902. Battalion of marines from *Panther* ashore during this period at Panama, Colon, and along the railroad.

(*s*) Honduras: March 21–April 16, 1903. The *Panther* (carrying a battalion of marines), *Olympia*, *Marietta*, *Raleigh*, and *San Francisco* were in Honduran waters all or part of this period. Marines landed from *Panther* at Truxillo and Ceiba, while those of the *Olympia* were ashore at Puerto Cortez from March 24 to 26.

(*t*) Dominican Republic: April 1–19, 1903. *Atlanta* marines ashore at Santo Domingo City.

(*u*) Syria: September 8–13, 1903, and October 10–17, 1903. Marines of *Brooklyn* and *San Francisco* ashore at different times at Beirut.

(*v*) United States of Colombia and Republic of Panama: November 4, 1903–February 26, 1904 (date that ratifications of treaty were exchanged and treaty was proclaimed that granted Canal Zone to United States). Marines of *Nashville* landed at Colon on November 4, 1903, the date that Panama became an independent republic. A battalion of marines on board the *Dixie* arrived at

Colon on November 5, 1903, and landed the same date. A battalion of marines landed from *Prairie* on December 13, 1903, at Colon, Republic of Panama; marines landed from *Atlanta*, at Porto Bello, Republic of Panama, on December 31, 1903. Two battalions of marines landed at Colon, Republic of Panama, from the *Dixie*, January 3, 1904.

(*w*) Abyssinia: November 21, 1903–January 18, 1904. Marines from the *San Francisco*, *Brooklyn*, and *Machias* arrived at Djibouti on board the latter-named vessel, and accompanied an American diplomatic commission from Djibouti, French Somaliland, Africa, to Abyssinia, and return.

(*x*) Corea: January 5, 1904–November 11, 1905. During the Japanese-Russian War, a detachment of marines proceeded from Olongapo, P. I., to Corea via the *Zafiro*, and established an American Legation guard at Seoul.

(*y*) Dominican Republic: February 25–27, 1904. Marines of *Yankee* ashore at San Pedro de Macoris.

(*z*) Russia: December, 1905–January 1, 1907. Embassy guard at St. Petersburg.

(*aa*) Honduras: April 28–May 23, 1907 (at Laguna); May 24–June 8, 1907 (at Choloma). Marines from *Paducah* served ashore on dates and places indicated.

(*bb*) Nicaragua: May 30–September 4, 1910. Battalion of marines ashore at Bluefields. Also November 3, 1912–April 5, 1917, and November 12, 1918,–August 3, 1925. Legation guard at Managua.

(*cc*) China: October 10, 1911–January 19, 1914. An expeditionary force of marines from Olongapo, P. I., served on board the *Rainbow* and ashore at various times at Peking, Shanghai, etc. Marines were also serving as the American Legation guard at Peking, and on board many naval vessels in Chinese waters.

(*dd*) Cuba: May 28–August 5, 1912. A provisional brigade consisting of the First and Second Regiments, and marine detachments of naval vessels, ashore at Guantanamo Bay and other points in Cuba.

(*ee*) Republic of Haiti: January 29–February 9, 1914. Marines of *South Carolina* ashore at Port au Prince.

(*ff*) Dominican Republic and Republic of Haiti: August 15–October 30, 1914 (Dominican Republic); October 31–November 14, 1914 (Republic of Haiti); November 26–December 11, 1914 (Dominican Republic); December 13–17, 1914 (Republic of Haiti). The Fifth Regiment served on board the *Hancock* in Haitian and Dominican waters and ashore in the Dominican Republic.

(*gg*) Republic of Haiti: December 7, 1915–April 5, 1917; November 12, 1918–March 31, 1919; and June 16, 1920, to ~~date~~. Nov. 25-1924.

(*hh*) Dominican Republic: December 5, 1916–April 5, 1917, and November 12, 1918–September, 1924.

(*ii*) Cuba: February 26–April 5, 1917. Expeditionary force of marines ~~(including the marines of the *Montana*) and marines from the *Machias* served at various places in Cuba.~~ and marines [illegible] ashore for duty at various places in Cuba during this period.

(*jj*) Siberia: November 12, 1918–November 19, 1922. Marine detachment ashore on Russian Island.

(*kk*) Siberia: January 31–February 1, 1920. Marines of the *South Dakota* ashore at Vladivostok.

(*ll*) Honduras: February 28–March 13, 1924. Marines landed at La Ceiba, Puerto Cortes, and Tela at various times from the *Denver*, *Billingsley*, and *Lardner*.

(*mm*) China: September 9, 1924–March 1, 1925. Expeditionary forces of marines and marines from the following vessels ashore at various times at Shanghai, Tientsin, Peking, Tung-chou, etc., and serving as international train guards, etc.; *Huron*, *Asheville*, *Sacramento*, *Smith-Thompson*, *Tracy*, *Borie*, *Pecos*, *Pillsbury*, *Steward*, *Black Hawk*, *Preble*, *Barker*, *Whipple*, and *Edwards*. Marines were also serving at the American Legation guard at Peking.

(*nn*) China: June 5–July 29, 1925. Marine detachment of *Huron* on shore in Shanghai as part of naval landing force.

(2) The ribbon itself represents participation in one operation, or other duty; while participation in two or more operations, or other duty, will be represented by the placing of a bronze numeral in the center of the ribbon, indicative of the total number of operations.

(3) To be entitled to this expeditionary ribbon, or the bronze numerals, members of the above expeditions or detachments must have actually served ashore in the foreign countries mentioned, for the purpose of protecting American or other foreign interests, during all or part of the period between the dates set forth.

FRENCH FOURRAGERE

8-12

(1) The Fifth and Sixth Regiments, United States Marines, having each received three citations in the French Orders of the Army, and the Sixth Machine Gun Battalion, United States Marines, having received two citations in the French Orders of the Army, have been awarded the Fourragere of the colors of the ribbon of the Croix de Guerre (green and red) by the French Ministry of War. This award having been accepted by the War Department on behalf of these organizations, the said Fourragere becomes a part of the uniform of the above-mentioned units and will be issued to such officers and enlisted men who may become members of these organizations. The Fourth Brigade, United States Marines, received one citation in the French Orders of the Army, as an organization; this, however, is the same as that covering the corresponding period for which the Fifth and Sixth Regiments and the Sixth Machine Gun Battalion were cited.

(2) In order that an individual may be entitled to wear the said Fourragere at all times, regardless of whether or not he is serving with the unit so decorated, he must have been attached to the organization on at least two occasions covered by the above dates.

VICTORY BUTTONS

8-13

Bronze and silver victory buttons will be issued to officers and enlisted men of the Marine Corps who served honorably therein between the dates of April 6, 1917, and November 11, 1918.

RESERVE BUTTONS

8-14

Each enrolled or transferred member of the Marine Corps Reserve will be issued a Marine Corps Reserve button.

HONORABLE-DISCHARGE BUTTONS

8-15

(1) To each enlisted man of the Marine Corps who may be honorably discharged from the service there will be issued a Marine Corps honorable-discharge button. This button will also be issued to each commissioned or warrant officer of the Marine Corps who may be honorably discharged from the service.

(2) To each man and to each commissioned or warrant officer of the Marine Corps Reserve, who has had three months or more of active service, there will be issued one of these buttons upon honorable discharge from the Reserve.

(3) In cases of men who served less than one year in the Marine Corps and were honorably discharged upon report of medical survey because of disability not incurred in line of duty, and not the result of their own misconduct; because of inaptitude, upon settlement of accounts or by purchase, buttons will not be awarded, but the requests of the individuals concerned will be given special consideration, and the purchase of honorable discharge buttons may be authorized by the Adjutant and Inspector.

(4) The honorable discharge button adopted by the Marine Corps is intended to be worn only with civilian dress.

(5) Buttons issued gratuitously will be issued by the commanding officer of the station at which the man is discharged, with his discharge certificate.

(6) The buttons will be furnished the different stations by the Adjutant and Inspector upon requisition, and will not be numbered.

(7) Ex-enlisted men who have received an honorable discharge from the Marine Corps upon expiration of enlistment will be authorized to purchase buttons upon request to the Adjutant and Inspector.

QUALIFICATION BADGES

8–16

(1) *Badges for marksmanship* may be bestowed upon enlisted men by the Major General Commandant under such rules as may be established with the approval of the Secretary of the Navy.

(2) *Badges for distinguished marksmen.*—Any officer or enlisted man of the Marine Corps who since 1906 has won a badge in a division or Marine Corps competition, and, including such badge, has won any three of the following authorized badges, shall be classed as a distinguished marksman and awarded a badge as such:

Division competition, Marine Corps.
Marine Corps competition.
National individual match.
National team match, as a shooting member of the highest team representing the Marine Corps.
Expert team rifleman, U. S. Navy.

(3) In addition to the above badges any officer or enlisted man of the Marine Corps who while serving in the Army, or Navy, or while detached for service with the Army, has been awarded a badge for representing any branch of the Army or Navy on a team at a National match as a shooting member, or has won any of the badges authorized in Training Regulations 150–10 as a credit toward a distinguished marksman, shall include such badge among those which will count in determining eligibility for classification as a distinguished marksman, Marine Corps.

(4) Officers and enlisted men of the Marine Corps who have won three of the above badges will make application to the Major General Commandant for classification as a distinguished marksman, giving full data concerning their eligibility for such classification, in order that a badge may be awarded.

CHAPTER 9

CORRESPONDENCE

Section 1.—GENERAL

CORRESPONDENCE

9–1

Addressed to Major General Commandant.—All communications relating to details of officers, transfers, applications for orders or for revocation thereof, as well as applications for leaves of absence and furloughs which are not granted by other authority, and applications for extension of such leaves and furloughs beyond 30 days shall be addressed to the Major General Commandant and forwarded through official channels.

9–2

From officers at Headquarters.—All official communications between officers of the Corps stationed at Headquarters and other officers (except letters containing money and checks and such routine correspondence by or with officers of or between the staff departments as requires no action of the Major General Commandant) shall be forwarded through the Major General Commandant.

9–3

General officers of the Marine Corps commanding departments, posts, stations, brigades, or other organizations of the Marine Corps, will be addressed, and will style themselves in all official correspondence as "The Commanding General," followed by the name of the department, post, station, etc.

9–4

Names in full.—To avoid error, confusion, and delay in conducting correspondence, official communications, other than those by wire, containing the names of officers or enlisted men shall in every instance give both the Christian and the surname of such officers and enlisted men written in full, except middle names, for which initials only may be used. In case there is more than one enlisted man of the same name at a given post or station, the one to whom it is intended to refer must be identified by giving his Christian, middle name, and surname in full; also the place and date of his enlistment, or otherwise.

REGISTERED MAIL

9–5

(1) The Post Office Department considers that its responsibility ceases with the delivery of registered mail to a duly authorized mail orderly, and that in the event of its loss after delivery to him the sender must look to the naval authorities for reimbursement.

(2) Commanding officers will require every person handling registered mail to receipt for it, making sure that such mail is delivered to and signed for by the person to whom it is addressed. Registry receipt books will be kept for this purpose.

PERSONAL MAIL

9–6

When mail is received at a post for an officer or enlisted man who at the time of receipt is not attached to the post the mail will be disposed of as follows:

(1) If for an officer or enlisted man whose address is known, as in case of those recently transferred, etc., the mail will be redirected and forwarded to that address.

(2) In all other cases the mail will be forwarded to the Adjutant and Inspector, Headquarters Marine Corps.

RELATING TO PAYMASTER'S DEPARTMENT

9–7

(1) Vouchers for current pay and allowances and routine correspondence relating thereto should be forwarded direct to the proper paymaster.

(2) Indorsements affecting pay, mileage, transportation, and traveling expenses shall be placed on the face of the original order involving travel, if practicable, otherwise on the back of the order. Such indorsements shall never be placed on sheets which might be detached from the original order.

(3) *When pay clerk signs.*—During the temporary absence of a paymaster, exceeding one day, a pay clerk may enter the name of the paymaster under the phrase "For and in the absence of," and sign the communication over his title. This, however, should not be considered authority for signing any part of the papers included in the accounts of any paymaster.

(4) Applications to the Comptroller General of the United States, under the act approved July 31, 1894, for his decision upon any question involving a prospective payment, shall be forwarded through the usual official channels to the Navy Department for transmission to that officer. The above does not

apply, however, to a request for decision by the Comptroller General when an appeal is made by a paymaster from a disallowance appearing in the statement of differences.

(5) ***Carbon copies.***—In all offices of the Paymaster's Department, where outgoing communications are addressed to or forwarded through another office of the Paymaster's Department, an extra copy on yellow-tinted paper should be forwarded with such communication for retention in the receiving office.

(6) Where inclosures accompany communications a copy of such inclosures on yellow-tinted paper should be transmitted if such inclosures are either prepared or copied in the sending office; otherwise the receiving office will prepare such copies as are required for its files. The method may be stated as follows: Where an office prepares a paper or makes a copy of all or part of the inclosures, it should at the same time prepare yellow-tinted copies for the office to or through which the papers are to be sent. The adoption of this method will largely reduce duplication of work.

(7) Carbon copies of such communications, on white paper, should be sent to the officer, post, or office having interest in such correspondence.

(8) ***Authorizing expenditures.***—A written communication to authorize the payment of public money, either directly or indirectly, as credits in an account must show official action by the actual signature of the proper officer having authority to sign, who may not delegate his authority to sign by the use of his typewritten name with the initials of a clerk or other officer signed thereunder. (26 Comp., 787, March 3, 1920.)

RELATING TO QUARTERMASTER'S DEPARTMENT

9–8

(1) ***Materiel.***—Communications from shore stations concerning materiel of the Quartermaster's Department intended for consideration at Headquarters, shall be addressed by the commanding officer or post quartermaster to the Quartermaster.

(2) ***Personnel.***—Communications concerning the personnel of the Quartermaster's Department shall be addressed to the commanding officer, and by him forwarded to the Quartermaster, for reference to the Major General Commandant.

(3) ***From depots.***—In relation to matters of the Quartermaster's Department intended for consideration at Headquarters, the assistant quartermasters in charge of depots of supplies will address all official communications to the Quartermaster, except as provided in article 9–1. All official communications from depots of supplies intended for Headquarters will be forwarded direct to the Quartermaster.

(4) ***Contractors.***—Official mail matter addressed to contractors and other persons not in Government service will be sent direct.

(5) ***Public bills*** for supplies and services originating at the several posts of the corps will be forwarded direct to the disbursing assistant quartermaster designated to pay them.

Section 2.—DISPATCHES

GENERAL

9–31

When used.—The telegraph, telephone, cable, and radio will be used only in cases of necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interests.

9–32

To be brief.—Telegrams, cablegrams, and radiograms shall be brief and so worded as to be intelligible without the use of punctuation marks, if possible. When this can not be devised, the necessary punctuation in words shall be included in the message.

9–33

Night messages.—If a dispatch prepared in the afternoon will not be received at destination prior to the closing hour, it will be forwarded at night rates.

9–34

Confirmation.—All dispatches shall be immediately confirmed by mailing a carbon copy marked "Confirmation."

ON OFFICIAL BUSINESS

9–35

The original telegrams, cablegrams, or radiograms on official business, prepared on the prescribed Government forms, or on commercial forms of the telegraph, cable, or radio companies rendering the service, and properly certified "Official Business," will be paid by the Quartermaster's Department, with the following exceptions:

(1) Telegrams, cablegrams, or radiograms sent on official business by officers while in travel expense status will be prepared *in duplicate*, on Form N. M. C. 123–QM, or in emergency on commercial forms, and will be paid for in cash from personal funds at the time of filing. Such telegrams, cablegrams, or radiograms will be certified *in duplicate* over the officer's signature as follows: "Certified official business and paid in advance at Government rate in the amount receipted for below." A receipt in the following form will be entered by the officer concerned on each copy of all such messages: "Received——— $——, in payment of this message." The receipt of the telegraph, cable, or radio company will be obtained on both copies of such messages and the duplicate copy of the message will be filed with the officer's expense voucher prior to submitting such voucher to the Paymaster's Department for reimbursement.

(2) Messages pertaining to matters of a personal nature, or for convenience or in the interest of the sender, received at any post or station of the Marine Corps will not be transcribed to official forms and quoted to the interested person at some distant point in an attempt to place such message on an official basis.

(3) Representatives of other Government departments stationed at Marine Corp posts or stations will not be allowed to use the official Marine Corps forms for the purpose of transmitting official, semiofficial, or personal telegrams, cablegrams, or radiograms to their respective departments, or to others, concerning subjects which do not pertain strictly to official Marine Corps business, and where the services rendered are not proper charges against appropriation " General Expenses, Marine Corps."

(4) Telegrams, cablegrams, or radiograms sent by individuals not in the naval service for the convenience or in the interest of the sender, and the replies made thereto by telegraph, cable, or radio will not be transmitted at Government expense. Such messages will not be prepared on official forms, and when prepared on commercial forms will not be certified " Official business." Commercial messages should be sent prepaid and where a reply is desired, arrangements should be made by the person desiring the information to have such reply sent prepaid. Where the sender desires a reply, but fails to arrange to have it prepaid, or where such reply is sent on a commercial form " Collect " and the addressee does not receive such reply, due to previous departure or for other causes, the question as to the payment for the services rendered in such cases is one for settlement between the person desiring the information, the one making the reply, and the telegraph, cable, or radio company, as the Marine Corps does not act in the capacity of a collecting agency for such companies in cases of this character.

(5) When an individual in the Marine Corps sends a telegram, cablegram, or radiogram making application for leave of absence, or extension of leave, or makes an inquiry of a personal nature or as to whether leave has been granted, such telegram, cablegram or radiogram will not be transmitted at Government expense, nor be prepared on official forms. Messages of this nature should be sent prepaid on commercial forms. The answers when strictly personal, for the convenience or in the interest of the addressee should not be transmitted at Government expense, but should be prepared on commercial forms and sent " Collect." Messages of this kind will not be billed on public vouchers. Answers when addressed by proper authority to an individual in the naval service, either authorizing an extension of his leave or denying said extension, are official business and should be transmitted at Government expense on the official Government forms. (Op. J. A. G., file 4400-347, 27 Sept., 1922.)

(6) Telegrams sent " Collect " by private individuals, if strictly on Government business, may be paid for by the United States.

(7) When an officer or enlisted man of the Marine Corps absent on leave or furlough applies to the proper administrative officer for an extension of his leave or furlough and that officer, not having authority to act thereon, telegraphs the Major General Commandant, or such other properly authorized

administrative officer for the necessary authority, such messages are considered official business, and should be paid for from the public funds at the regular Government rates. (14 Comp. Dec. 940.)

PREPARATION OF DISPATCHES

9–36

(1) Messages are subject in all respects to the prevailing commercial count of chargeable words, and the address and signature of domestic messages are transmitted free, in accordance with the commercial practice. (Post Office Dept. Order No. 4352, 1 July, 1920.)

(2) The minimum length of a Government telegram is 10 words, not counting the address and signature; that is, from 2 to 10 words may be sent to a given point for the same charge as one word. Every figure of a number is counted as a word, and all numbers not expressed in code will be spelled out in the least number of words. For example, "1100," which is counted as four words, should be written "Eleven hundred."

(3) For day letters, night messages, and night letters, 40 per cent of the prevailing commercial day-letter, night-message, or night-letter rate, as the case may be, between the same points in the United States, is charged. The minimum charge for any night message is 20 cents, for any night letter, 30 cents, and for any day letter, 45 cents, except that the rate charged for a Government day letter or night letter shall not in any case exceed the amount charged for a commercial day letter or night letter of the same length between the same points.

(4) Unless a telegram exceeds 10 words when written in ordinary English, it will not be enciphered, except for the purpose of secrecy.

(5) In counting the words of telegraphic messages the following rules will be observed: Names of cities and places, when used in the body of messages to designate such cities or places, and words properly connected by a hyphen, will be counted as one word, numerals will be expressed in words and will not be counted as hyphenated words. Names of places and persons when given to things will be counted according to the number of distinct words in each. Names such as Van Voorhees, or St. Thomas, will be counted as one word. All words contained in the body of an official telegram will be counted. The name, title, and address of the party to whom an official telegram is sent and the name of the sender, when not coded or abbreviated, will not be counted and charged for, nor the name of the place from which sent, date, and the words "Official Business," which should appear on each telegram. Except where satisfactory evidence is submitted, showing that payment has not already been made, and no charge will thereafter be made, in cases of loss or destruction of the original sent messages, no settlement with the telegraph company will be effected unless the original sent message covering the charge is attached to the bill presented for payment.

(6) Whenever special delivery is necessary to expedite the delivery of an official telegram, or where the place of delivery is located beyond the estab-

lished free delivery limit, the officer filing the telegram should mark it "Special delivery, charges paid." Special-delivery charges should be included in the bill of the telegraph company transmitting the telegram. If the addressee lives at such a distance from the telegraph office as to make the special delivery charges excessive, and the delay will not be of a serious nature, the telegram should be marked: "By mail from ———," indicating the name of the telegraph office from which the telegram should be mailed.

TELEGRAPH BLANKS

9-37

Blank forms for official telegrams will be furnished by the Quartermaster's Department, with printed instructions thereon as to how payment for transmission of messages can be obtained. The words "Paid, Government rate," printed on blank must not be changed to read "Collect," as all telegrams must be sent as paid and the original sent messages forwarded with bill for payment except as otherwise provided for in this chapter.

ADDRESSES

9-38

(1) Telegrams, when intended for the Major General Commandant, United States Marine Corps, will be addressed "Marine Corps, Washington, D. C."; for the Adjutant and Inspector, "Adjutant, Marine Corps, Washington, D. C."; for the Quartermaster, "Quartermaster, Marine Corps, Washington, D. C."; for the Paymaster, "Paymaster, Marine Corps, Washington, D. C."

(2) Addresses to telegrams of other officials shall contain only such words as are necessary to insure prompt and certain delivery; but neither code words nor abbreviations like "Marcorps," for example, shall be used in the address.

(3) In the preparation of official telegrams, cablegrams, and radiograms on Form N. M. C. 123 at places other than marine barracks, the street and number address in addition to the name of the city, will be entered in the space opposite "Sent from" in order that the local manager of such company may have the complete address of the originating office to whom monthly bills will be submitted for the rendition of usual vouchers to cover such accounts.

(*a*) Vouchers to cover such accounts will be prepared on the proper form by the local billing office of the telegraph, cable, or radio company rendering the service, in the name of such company, and, accompanied by the original messages, will be submitted to the proper disbursing assistant quartermaster for payment direct to such local billing office.

TELEPHONES IN PRIVATE RESIDENCES

9-39

Government funds will not be expended for the installation of telephone service in any private residence or apartment (which includes public quarters assigned to officers and others for use as private residences), or for tolls or other charges for telephone service from private residences or private apartments, except long-distance telephone calls required strictly for the public business, and so certified on vouchers covering the expense and approved by the commanding officer.

PAYMENT

9-40

(1) In settling accounts for telegrams which pass over lines of more than one company (bond-aided excepted), payment may be made on the original telegram to the initial company for the entire services.

(2) The cost of telegraphic inquiries relative to stragglers or deserters, addressed to officers in the military or naval services, will be paid from Government funds, provided the official records show that the men in question were actually stragglers or deserters at the time the inquiries were made. (1 Comp. Gen. 272.)

(3) Questions arising in connection with the payment of charges for the transmission of telegrams, cablegrams, or radiograms which the disbursing officers concerned may consider prohibited, with regard to matters of a personal nature, or for the convenience or in the interest of the sender, or messages erroneously prepared on official forms, or collect messages erroneously certified official business, will be submitted to the proper administrative officer for instruction as to payment.

REFERENCE NUMBER AND DATE

9-41

(1) In each official telegram, radiogram, or cablegram within the naval service, to be sent via Navy radio throughout, or to be so relayed and partly transmitted over land lines, an "office reference number and date" group shall be placed at the beginning of the text and a "time of origin number" group at the end of the text, such groups, however, being omitted from domestic telegrams to be sent from place of origin to destination over commercial land lines. The "office reference number and date" group ordinarily consists of four figures. The first two figures (first three, if five figures are used) shall be the assigned "office reference number" of the person or office originating the dispatch, the following numbers being assigned to the Marine Corps: office of the Major General Commandant, 86; Adjutant and Inspector's Department, 87; Paymaster's Department, 88; Quartermaster's Department, 89; commanding officer of marines on board ship, 10 or 86 as designated by commanding officer of ship. The two final figures shall be the "date number," representing the day of the current month, days prior to the tenth being written as "01," "02," etc. The "time of origin number," i. e., the final group of the text, shall indicate the time of day the message is written in the office of origin, the latter being the office or place of the person directing the prepara-

tion of dispatch. The time shall be the civil time of the local meridian or the standard time of the local zone, as the case may be. The "time of origin" group shall consist of four figures, the first two figures being the hour of the day, numbered from "00" to "23" as reckoned from midnight to midnight. and the two final figures being the minutes of the hour as numbered from "00" to "59."

(2) In referring to a dispatch, the first and last groups of its text, i. e., the "office reference number and date" and the "time of origin number," respectively, shall be quoted, with the addition of the word "your" or "my," as the case may be. Thus: "8603 Your 8601 1250 Yes 0930" means "This dispatch written 9.30 a. m. the 3d day of the current month answers affirmatively your dispatch written 12.50 p. m. the 1st instant."

(3) In referring to a dispatch sent during a month other than the current month. add the name of the month after the "time of origin" group quoted. Thus: "*8903* Your *8927 1641* June."

(c) In merely acknowledging a dispatch, refer to the "office reference number and date" and "time of origin" number only, namely, "*8604* Your *8903 1431 1200*," that is to say, "This dispatch written at 12 noon on the 4th instant acknowledges your dispatch written at 2.31 p. m. on the 3d instant."

Section 3.—FILE SYSTEMS

Paymaster's Department

9-61

In the office of the Paymaster and each assistant paymaster the subjective classification of correspondence, based on the Dewey decimal system, shall be used in recording and filing correspondence. Paymasters on expeditionary duty or in the field should follow the same system as far as practicable, procuring the necessary instructions, code, etc., from the Paymaster.

USE OF OFFICIAL ENVELOPES AND LABELS

9–71

The following instructions will be observed when using official envelopes or labels for the transmission of official mail:

The words "Navy Department," followed by the official designation and address of the sending office or activity, and thereunder the words "Official business," will be stamped or printed in the upper left-hand corner of the envelope or label, for example:

NAVY DEPARTMENT
Office of the Commanding General
Marine Barracks, Parris Island, S. C.
OFFICIAL BUSINESS

In the upper right-hand corner of the envelope or label will be stamped or printed the penalty clause, i. e., "Penalty for private use to avoid payment of postage, $300," and nothing else. Where single line penalty stamps reading "Penalty for private use $300," are on hand, they may be continued in use until worn out. (C. M. C. M. 2.)

CHAPTER 10

RECORDS AND REPORTS

MUSTER ROLLS

10–1

When and by whom rendered.—A complete muster roll will be rendered by barracks detachments, marine detachments of ships, hospitals, and legations, companies, recruiting divisions, and other similar organizations, and by other units as directed, for every month or fractional part thereof, if only one day, during which marines have been attached thereto; also by every officer who is not carried on the muster roll of an organization rendering a roll, but who is, for example, on duty at the Naval War College, Army War College, Army service schools, as fleet marine officer not in command of a marine detachment, as attaché at a legation, etc., the roll to be rendered by the senior where two or more officers are serving together under these conditions.

10–2

Period covered.—The muster roll will be prepared to include the last day of the calendar month, and must not cover a period involving parts of two months, differing in this respect from the instructions covering rosters.

10–3

The authority for the organization of a company, detachment, etc., will be entered on sheet 1, below the recapitulation on the first roll rendered.

10–4

When a station is abandoned, a ship placed out of commission, or any organization disbanded, a roll will be prepared and forwarded immediately, the final disposition of the entire personnel being shown thereon.

10–5

How written.—When practicable, muster rolls will be typewritten with black record ribbon and all entries on the roll made on the same machine. When handwritten, black ink will be used and all entries made by the same person in a legible hand. The roll must be free from erasures and interlineations. No blank lines will be left between entries nor between the last entry in the column of remarks and the signature to the roll.

10–6

Each sheet will be headed by the full designation of the unit (company, battery, squadron, battalion, regiment, and brigade), location on the last day of the period for which the roll is rendered, dates covered by the roll, and all sheets consecutively numbered.

10–7

All rank headings will be placed at the extreme left of the "Name" column on the line immediately above the first name in each grade or rank; all other headings will be placed in the center of the roll. All headings will be underscored, if practicable, in red ink.

10–8

Number.—In the "No." column the names in each grade or rank will be numbered consecutively under each heading in the roll.

10–9

(1) *Name.*—In the "Name" column the surname will be placed first, followed by the Christian name in full and initials of middle names, if any. The same person's name will not appear twice on a roll, except in the case of a man who is discharged from and rejoins the organization by reenlistment, by transfer, or by acceptance of commissioned or warrant rank during the period covered by the roll. A man who has been transferred and rejoined, or who has deserted and rejoined during the period covered by the roll, will be shown in the body of the roll only.

(2) In the case of reservists the name in each grade or rank will be entered in alphabetical order according to classes, the lowest-numbered class to be entered first.

(3) The names in each grade or rank will be placed alphabetically under each heading in the roll according to the sequence of the letters of the surname, e. g., "Benson" before "Billings," "Bennet" before "Bennett," "Delmont" before "Delmore," etc.

10–10

(1) *Date of enlistment.*—The dates of enlistment will be entered in all cases of men joining, discharged, died, or deserted. The dates of enlistment will also be entered for purposes of identification when two or more names are similar. The figures of the day of the month will be entered first, followed by the first three letters of the month and the last two figures of the year, omitting punctuation marks, e. g., 30 Sep 23; 7 Jul 24; 16 Mar 25.

(2) In the case of reservists the enlistment column will show the date of transfer or assignment to, or enlistment in, the reserve.

10–11

(1) *Leave or delay en route.*—An officer detached from one station to another and granted leave en route or delay in reporting at his new station will, upon reporting for duty, inform his commanding officer of the inclusive dates of leave or delay which he may have taken. This leave or delay will be shown on the first muster roll submitted after the officer joins his new station, and immediately after the entry of facts pertinent to his joining.

(2) The leave or delay is computed by deducting from the period between detachment and reporting for duty, the four days delay allowed under proceed orders and the actual travel time by the shortest usually traveled route. The day of detachment counts as a day of duty, and the day of reporting as a day of absence except when the hour of reporting is prior to the regular hour of quarters or the usual hour of beginning the day's work.

10–12

(1) *Officers ordered to hospital.*—When a marine officer is detached from duty aboard ship, or from points beyond the limits of the United States, and is ordered to a naval hospital in the United States, he will immediately after admission thereto report by letter, to the Major General Commandant, via the commanding officer of the nearest marine barracks (if on the west coast, the letter should be addressed via such commanding officer and the Commanding General, Department of the Pacific), stating the station from which detached and date of detachment, the authority, date and port of arrival, name of vessel and date of admission to hospital. Upon receipt of this letter the commanding officer of the marine barracks will take up on his muster roll said officer, with remarks that he reported by letter and that he was admitted to naval hospital, with date of admission. He will continue to carry said officer on the roll, whether in the hospital or on sick leave, until detached by the Major General Commandant, or by the Commanding General, Department of the Pacific.

(2) When an officer is detached to the naval hospital, Washington, D. C., he will report by letter direct to the Major General Commandant, and he will be taken up on the Headquarters' muster roll.

(3) Officers who are patients at any United States veterans' hospital will be carried on the rolls of the organizations to which they were attached when admitted to such hospital, unless orders for their detachment are received.

10–13

Remarks.—In the "Remarks" column the following data will be entered in chronological order, opposite the names of the persons concerned:

(1) *Joinings.*—Date joined, from what organization, and, if sea travel is involved, via what vessel, with date and port of departure and date and port of arrival. In cases of men first joining by staff returns, date of receipt of staff returns and subsequent date of joining in person.

(2) *Promotions and reductions.*—Promotions and reductions of enlisted men, with effective dates. Promotions of officers, with dates of receipt of appointments and commissions.

(3) *Duties performed by officers.*

(3a) The following flights performed by aviation personnel will be shown on muster rolls:

(*a*) All flights not of a routine nature, made for a specified purpose and on order of authority higher than the commander of the post to which the aviator is attached.

(b) All flights involving absence from regular station of 24 hours or more.

(*c*) All flights involving travel expenses of the aviator concerned. (C. M. C. M. 6.)

(4) *Mail clerks, special duty and specialists.*—Appointment or relief as Navy or assistant Navy mail clerk, with date. Detail on special duty (specific services which remove them temporarily from the ordinary duty roster of the post, detachment, or organization to which they belong), with duty and dates. Rating as specialists with class and date. The first muster roll rendered after a specialist is rated will show the class and date of rating; subsequent rolls need show only the class in which rated. When disrated, the muster roll will show the date of disrating.

(5) *Leave or furlough.*—Inclusive dates of officers' absence on leave or delay and furlough of enlisted men. The day of departure counts as a day of duty for an officer, and the day of return as a day of absence, unless the return is before office hours, morning quarters, or the usual hours of beginning the day's work.

(6) *Leave or furlough to visit United States.*—When an officer or enlisted man is granted leave or furlough on foreign station to visit the United States, the name of the conveyance with dates of arrival in and departure from ports in the United States.

(7) *Sick in hospital.*—Dates, and designation of hospital (date of admission shown as a day of sickness, date of discharge to duty shown as a day of duty).

(8) *Absence from duty, own misconduct.*—Navy Department General Order No. 155, August 6, 1926, with dates. (Entry in every case of absence of an officer or enlisted man from duty due to own misconduct followed by the words "G. O. 155.") Commanding officers of posts receiving staff returns of men joining hospitals, under Navy Department G. O. No. 155, from points beyond the continental limits of the United States, will ascertain whether or not Navy Department G. O. No. 155 applied during voyage; if so, the remarks will so state. When a returned absentee claims to have been sick, absent, in addition

to the entry of disciplinary action the remarks should state whether or not Navy Department G. O. No. 155 applies. (C. M. C. M. 1.)

(9) *Absence without leave or over leave.*—AOL or AWOL in excess of 24 hours with dates (the number of days or hours comprising such absence should not be stated). If a man has been absent without leave in the hands of civil authorities, the entry on the roll will show whether he was convicted (sentence, if any), acquitted, or released without trial, with the nature of the offense.

(10) *Confinement.*—All confinement, with inclusive dates, and status.

(11) *Trials* by deck courts and courts-martial, with dates of trial and whether convicted, acquitted, or disapproved. Examples:

13 DC Acquitted.
15 SCM Disapproved.
18 GCM Convicted. (C. M. C. M. 3.)

(12) *Restoration to duty,* with date, when restored before expiration of term of confinement in a naval prison (or at a receiving ship or station designated as a naval prison), and if placed on probation, the date.

(13) *Date and nature of any battle,* expedition, affair, or skirmish participated in by any officer or enlisted man, also date and nature of any injury received, incident thereto, during the period for which the roll is rendered.

(14) *Details for temporary duty on shore* by marines attached to vessels, with nature and period thereof.

(15) *Detached or transferred.*—Post, ship, or station to which detached or transferred with dates (when detached or transferred to or from a point outside the limits of the United States, the name of the conveyance, port, and date of departure). Those transferred as general court-martial prisoners will be so shown.

(16) *Retirement,* with date.

(17) *Resignation,* with date effective.

(18) *Dismissal,* with date effective.

(19) *Discharge,* with date and reason for discharge, character awarded, good-conduct medal or bar, if any, and cause of retention if retained beyond the expiration of enlistment. (Where there is more than one cause of retention the number of days retained for each cause should be stated.)

(19a) *Assignment* to Class III, Fleet Marine Corps Reserve, with date and area to which assigned. (C. M. C. M. 4.)

(20) *Death,* with date, place, and cause; whether G. O. 155 applies. The date and place of burial (giving number of grave, section etc.), or disposition of body.

(21) *Desertion,* with date (date of desertion being the first day of absence over or without leave).

(22) *Enlistment canceled,* with date and authority. (The cancellation of an enlistment dates from date of enlistment.)

(23) *Ditto marks,* symbols, the remarks "Same as above," and other remarks signifying repetition of remarks in another entry shall not be used.

10–14

Temporarily attached.—Officers and enlisted men on detached duty will be carried on the roll of the organization with which serving, under the heading "Temporarily attached," and the remarks will show the inclusive dates so attached, the name of the organization from which temporarily detached, the duties performed, and if sea travel is involved, the name of the conveyance and dates and ports of departure and arrival. They will also be shown on the roll of the organization to which regularly attached as on detached duty with a designated organization.

10–15

(1) *Change of station.*—A change of station or designation of an organization, with dates, shall be shown on sheet 1. When a company leaves a post for expeditionary service, separate rolls for parts of the month are not required,

but the usual roll covering the full month will be prepared; the note on sheet 1 will show the dates of service at the station from which transferred, of embarkation, sailing en route, disembarkation, and of service at new stations during the month.

(2) In the roll of a detachment on board a cruising vessel the locations of the vessel during the period covered by the roll will be shown on sheet 1.

10–16

(1) *Signature.*—The roll will be signed immediately after the last entry therein by the officer in command or noncommissioned officer in charge of the organization, or by the officer authorized by the Major General Commandant, or by the senior of officers serving separately, stating the rank and office as appropriate in each case. Officers and noncommissioned officers signing muster rolls will be held responsible for the correctness of entries appearing thereon.

(2) The senior officer of every post, and of every organization not at a post, where the command consists of more than one company, shall have entered on the last sheet of every muster roll of the headquarters unit, immediately following the last entry on the roll, a list of the units composing his command (by companies, battalions, regiments, etc.), as of the last day of the period for which the roll is rendered, and a statement of changes of the composition of the command, by organizations, which have been effected during the period. (C. M. C. M. 1.)

10–17

Forwarding.—Muster rolls of stations and detachments on the Pacific coast, the Pacific and Asiatic Fleets, Pearl Harbor (Hawaii), Guam, the Philippines, and Peking, China, will be transmitted through the Assistant Adjutant and Inspector, San Francisco, Calif. Rolls of all other stations or detachments shall be forwarded direct to the Adjutant and Inspector. In the lower left-hand corner of the signature sheet will be noted the date on which forwarded, and in case of detachments on board ships, the place from which forwarded.

10–18

Recapitulation.—In the "Recapitulation" printed on sheet 1 will be shown the distribution of the command on the last day of the period for which the roll is rendered, and the losses during that period. Men of the Fleet Marine Corps Reserve, Navy personnel, and other arms of the service will be shown under proper headings and on the provided or blank lines of the recapitulation.

ROSTERS

10–19

(1) When a command or detachment of the Marine Corps en route from one station to another embarks on a naval or other vessel, the senior line commissioned, warrant, or noncommissioned officer of the detachment will

prepare a roster of the names of the members of the detachment. The roster will show the name of the vessel, the dates and ports of embarkation and sailing, and opposite each name the organization from which joined. The roster will be forwarded to the Adjutant and Inspector, Headquarters Marine Corps, on the eve of sailing, by a conveyance other than the vessel on which the detachment is being transported.

(2) Upon debarkation a roster will be submitted showing the name of the vessel, date and port of debarkation, and opposite each name the organization to which detached or transferred, and a report of any casualties.

(3) In case of two or more similar names dates of enlistment should be given for purpose of identification. Rosters may be prepared on muster-roll blanks or other available sheets.

Reports of Transfers and Discharges

10–20

(1) *When made.*—Report of attachment of officers and of transfers and discharges of enlisted men will be made to the Adjutant and Inspector as they occur, by the commanding officer of marines.

(2) *Additional entries.*—The following entries will be made on the report of transfers and discharges opposite the name of each man discharged:

(*a*) ~~Character awarded on discharge.~~

(*b*) ~~A notation of award (if any) of either a good-conduct medal or a good-conduct-medal bar.~~

(*c*) The address after discharge.

(3) The officer or noncommissioned officer making these reports will forward copies direct to the Quartermaster, ~~the Paymaster,~~ and the pay officer of the ship or station from which transfers are made.

Record of Events

10–21

(1) *When kept.*—A record of events on expeditionary duty, advanced base duty, and in campaign, will be kept by each company and higher organization of the Marine Corps. Entries will be made daily, the day comprising the 24 hours covered by the date and should form a concise history of military operations.

(2) *Arrangement.*—Each day's record will commence with a march table, or statement of the operations or location of the organization, including an account of weather, roads, camp, health of command, etc., and a statement of the supply of ammunition and rations. This will be followed by a chronological record of events, including time and place of issue and receipt of orders and messages, with a copy or synopsis of contents.

(3) *Exactness.*—It is of special importance that the exact hour and place at which movements are begun and ended, and orders or important messages sent

or received, be noted. After an engagement, the record of events will contain a report of losses and captures and will be accompanied by a sketch showing the positions of the command at the most important phases.

(4) *Each day's record* will be attested by the commander and with attached copies of orders and messages sent and received, will be forwarded daily to the next higher commander, who, as soon as practicable after the receipt thereof, will forward it to the Major General Commandant. Commanders of units not components of a higher command will forward their records of events direct to the Major General Commandant.

(5) *Suspension of record.*—Commanding officers of expeditions, advanced base forces, and marine forces in campaign are authorized to modify or suspend the preparation of the record of events if in their opinion the nature of the duty does not justify committing all or any part of the events to record, in which case the modification or suspension will be reported to the Major General Commandant.

(6) *An extra copy* of reports required of commanding marine officers in accordance with article 805, Navy Regulations, will be made and marked "For the Major General Commandant, United States Marine Corps."

(7) *In addition* to the above there will be rendered periodical operations reports and intelligence reports.

GRADUATION OF OFFICERS

10-22

(1) *Official records.*—Graduates from any class of the Marine Corps schools shall have the fact of graduation entered on their official record.

(2) *Navy Register.*—Graduates will be indicated in the Navy Register with the note "Graduate Marine Corps School," followed by the course, as "Field-officers' course" or "Company-officers' course."

REPORTS ON FITNESS

10-23

(1) *Submission.*—Reports on fitness of officers will be made at times other than March 31 and September 30 as follows:

- (*a*) Upon permanent detachment, or temporary detachment for expeditionary duty, of each officer.
- (*b*) Upon the relief of the reporting senior.
- (*c*) Upon the detachment of an officer from expeditionary duty.
- (*d*) Upon detachment from continuous temporary duty if six weeks or more.
- (*e*) Upon receipt of orders for examination for promotion.
- (*f*) Upon relief of an officer holding temporarily the position of a reporting senior who is absent for a period of six weeks or more; the regular reporting senior will, in such case, exclude the period of absence from his report.

(2) The officer reported on will, at the prescribed times, submit to his reporting senior a fitness report form, on which the parts required of him are filled in and signed.

(3) *Aviation.*—In preparing fitness reports of officers on aviation duty commanding officers will note thereon the desirability of continuance on aviation duty of the officer concerned, giving particular consideration to his ability for either executive or command assignments in aviation.

(4) *Mailing.*—Fitness reports shall be considered as strictly confidential communications (N. R. 137), but will not be forwarded by registered mail. They will be forwarded through regimental, brigade, and base commanders and commanding officers of marine barracks, for their information.

10-24

(1) *Probationary officers.*—All reports on fitness of officers of the Marine Corps holding probationary appointments for a period of two years will contain a statement under the heading "Remarks," whether or not the officer reported upon is recommended for retention in the service.

(2) In the event that the reporting officer considers that the probationary appointment should be terminated, he will state his reasons therefor in full and will refer the entire report to the officer concerned for statement, which statement will be forwarded to Headquarters with the report.

(3) The above does not preclude commanding officers from recommending at any time the revocation of a probationary appointment, but before forwarding such a recommendation a copy will be furnished the officer concerned for statement, and such statement shall in every case accompany the recommendation for revocation of appointment.

(4) Fitness reports on probationary second lieutenants shall be fully completed with arithmetical markings and expression of opinions regardless of the length of time which such officers may have served under the reporting officer's command. (C. M. C. M. 5.)

(5) Upon the examination of those officers at the expiration of their probationary period it is particularly enjoined upon them and their reporting seniors to prepare and transmit fitness reports covering the latest practicable date prior to the examination. (C. M. C. M. 5.)

10-25

(1) *Quartermaster sergeants, master technical sergeants, and supply sergeants.*—Reports on fitness and qualifications of quartermaster sergeants, Quartermaster's Department, master-technical sergeants, and supply sergeants, shall be made on Form N. M. C. 712 by the accountable officer under whom they are serving on the last day of June and December of each year, also when such noncommissioned officers are transferred, promoted, reduced, discharged, or any other change in their status occurs, in which case appropriate notation will be made on the reverse side of the form. These reports will be made in the handwriting of the reporting officer and promptly forwarded to the Quartermaster. (C. M. C. M. 4.)

(2) *Other noncommissioned officers.*—Reports on fitness and qualifications of all sergeants major, first sergeants, gunnery sergeants, and staff sergeants shall be made on Form N. M. C. 652b by the officer under whom they are immediately serving. Reports will be submitted on March 31 and September 30 of each year to the Major General Commandant direct (not through official channels), and also upon the transfer of such men, or the detachment of the reporting officer occurring more than three months after the rendition of last report, and upon discharge. These reports will be rendered in the handwriting of the reporting officer and will be considered as of a confidential nature. They will not be forwarded by registered mail. (C. M. C. M. 4.)

PUNISHMENTS

10–26

(1) *Register of punishments.*—The commanding officer of marines shall cause a register of all punishments inflicted by him to be kept.

(2) *Punishments inflicted upon commissioned officers* shall be reported without delay to the commandant of the station and to the Major General Commandant of the corps.

REPORT OF ADDRESS

10–27

(1) *On leave or delay.*—An officer of the Marine Corps, when making application to the Major General Commandant for leave of absence or delay in reporting at his new station, shall state in his application for leave or delay his prospective address while on such leave or delay and shall keep the Major General Commandant advised promptly of any change in this address. (C. M. C. M. 2.)

(2) *While delaying on proceed orders.*—An officer who takes advantages of any delay allowed him on "proceed" or "proceed without delay" travel orders will leave at his last station his telegraphic and mail addresses during the delay period.

(3) *Retired officers* of the Marine Corps shall report any change of residence to the Major General Commandant. This is in addition to the report of address which article 134. Navy Regulations, requires shall be made prior to December 20 of each year. (C. M. C. M. 5.)

REPORTS OF ARRIVAL AND DEPARTURE OF OFFICERS

10–28

(1) Officers will not telegraph to the Major General Commandant or the commanding general Department of the Pacific the information that they have arrived in or departed from the United States, except when the arrival is made on a commercial vessel.

(2) Arrivals and departures of officers will be reported as set forth below:

(*a*) Officers arriving by Government vessel on the east coast will make no report to the Major General Commandant. (C. M. C. M. 4.)

(*b*) Officers arriving at San Francisco will report in person to the commanding general Department of the Pacific, San Francisco.

(*c*) Officers traveling on commercial vessels at their own expense by choice, whether on leave or under orders, will upon arrival in the United States at other places than San Francisco report their arrival and address by prepaid telegram to the Major General Commandant or the commanding general Department of the Pacific, as may be appropriate.

(*d*) Officers ordered to travel by first available transportation will upon arrival in the United States at other places than San Francisco aboard a commercial vessel report their arrival and address by telegram at Government expense to the Major General Commandant or the commanding general Department of the Pacific, as may be appropriate.

(*e*) Officers departing from the United States under orders will, just prior to embarkation, mail Form N. M. C. 332d, A and I, to the Major General Commandant or the commanding general Department of the Pacific, as may be appropriate.

(3) The commanding officer of troops aboard each transport operating between the West Indies and the United States will immediately upon departure from the last port of call in the West Indies radio the Major General Commandant the names, rank, and status of every marine officer aboard.

(4) The commanding general department of the Pacific will report by telegram to the Major General Commandant the names, rank, and status of all marine officers reporting their arrival to his department in compliance with this article.

ARRIVAL WITHIN CONTINENTAL LIMITS OF THE UNITED STATES

10–29

When a man arrives within the continental limits of the United States from a foreign station and does not disembark on the date of arrival, the date of his arrival will be entered in his service-record book by his commanding officer.

TIME LOST

10–30

(1) Time lost by a marine by reason of unauthorized absence or confinement as defined in article 28–2 (15) (*a* and *c*) will be entered on page 24 of his service-record book. A man is not required, ~~or~~ but may be permitted to make good time so lost.

(2) Time lost by a marine under Navy Department General Order No. 155, August 6, 1926, will also be recorded on page 24 of his service-record book. For verification of the time so lost the health record should be consulted. (C. M. C. M. 1.)

ASSISTANT ADJUTANT AND INSPECTOR, SAN FRANCISCO

10–31

(1) *Jurisdiction.*—The assistant adjutant and inspector, San Francisco, Calif., will have supervision of all reports, returns, muster rolls, staff returns, court-martial memoranda, etc., which are required to be submitted to the Major General Commandant, or to the Adjutant and Inspector, by the posts and detachments in the Department of the Pacific and Asia, and detachments serving on board vessels in the Pacific.

Commanding officers of ships, posts, and detachments are requested to forward such papers via the assistant adjutant and inspector, United States Marine Corps, San Francisco. Such papers will be carefully examined by that officer, and should any errors not of a trivial nature be discovered therein they will be returned for correction. When they have been properly prepared and the necessary information has been compiled therefrom, they will be forwarded without delay to the proper office.

(2) Commanding officers of posts and detachments in the Department of the Pacific and Asia, and detachments serving on board vessels in the Pacific will forward an information card (Form N. M. C. 906) to the assistant adjutant and inspector, San Francisco, in the case of each marine who joins from a post or detachment which does not forward reports, muster rolls, staff returns, etc., via the assistant adjutant and inspector, San Francisco, as required by the preceding paragraph. (C. M. C. M. 1.)

DISPOSITION OF RECORDS WHEN ORGANIZATION DISCONTINUED

10–32

(1) When a post or station is abandoned, or an organization, detachment, or guard is disbanded, all records, reports, etc., not otherwise provided for, will be disposed of in the following manner:

(*a*) The files and records of the paymaster's department will be forwarded to the Paymaster, Marine Corps, Headquarters, Washington, D. C.; except that those on the west coast will be forwarded to the Assistant Paymaster, Marine Corps, San Francisco, Calif.

(*b*) The files and records of the quartermaster's department will be forwarded to the Quartermaster, Marine Corps, Headquarters, Washington, D. C.

(*c*) All other files, records, reports, etc., will be forwarded to the Adjutant and Inspector, Marine Corps Headquarters, Washington, D. C., who will transfer to the Paymaster and the Quartermaster such parts as pertain to their departments.

CORRECTION OF PAPERS

10–33

(1) The use of acids or chemical preparations (ink eradicator) for the purpose of making erasures is prohibited.

(2) Necessary changes or corrections in papers of any character that have been signed or certified are to be made in the following manner: That portion necessary to be erased shall be lined out leaving such portion legible, if previously so, and the words, figures, or other characters necessary to take the place of those lined out shall be written in above. No attempt shall be made to conceal the fact of erasure or the matter erased. Such changes or erasures as are of sufficient importance, or those involving change in meaning or amounts stated, should be accompanied by the initials of the person making them, in his handwriting, in such form as to be recognized by persons familiar with his signature.

REPORTS, PAYMASTER'S DEPARTMENT

10–41

The Paymaster to the Major General Commandant: Annual report, in writing, relative to the condition and requirements of his department, together with such recommendations as he may deem appropriate.

10–42

(1) The following reports will be made by officers and special disbursing agents of the paymaster's department to or through the Paymaster.

ANNUALLY

(*a*) Report covering receipts and expenditures during fiscal year, unexpended balance on June 30, deposits made in cash or by checkage on rolls, deposits and interest repaid, organizations and detachments paid, including method of payment, suggestions and recommendations.

QUARTERLY

(*b*) Rescinded. (C. M. C. M. 1.)

~~(*c*) Report covering payments made to specialists, cooks, messmen, and Navy mail clerks for months of January, April, July, and October of each year.~~

QUARTERLY

(*b*) Report of pay-roll clerks, showing what rolls prepared, number of accounts, etc., and degree of proficiency in the preparation of pay rolls.

(*c*) Report covering payments made to specialists, cooks, messmen, and Navy mail clerks for months of January, April, July, and October of each year.

MONTHLY

(*d*) Report of payment of pay rolls will be made by letter by regularly established offices in the United States only. These will show only a list of the rolls paid, with the date of payment in person by the paymaster, or the date of transmission of check or funds in settlement in cases where payments are not made in person by the paymaster.

(*e*) ~~Men transferred during the month receiving more than the minimum pay of their grades and who have balances due or overpaid from last account. (Form N. M. C. 662, in duplicate.)~~

(*f*) Repayment of deposits and accrued interest. (Form N. M. C. 438, in duplicate.)

(*g*) To the Bureau of Navigation: Report showing number of enlisted men United States Navy at each station or post, according to class, who are being paid a subsistence allowance.

(*h*) To the Quartermaster: Monthly report on Form N. M. C. 836 of expenditures made by the Paymaster's Department, Marine Corps, chargeable to "General Expenses, Marine Corps."

SEMIMONTHLY

(*i*) Report on the 15th and last day of each month of all changes in personnel. This report will be made whether or not there are any changes.

(*j*) All of the reports above mentioned should be submitted to the Paymaster as early as practicable after the period covered by the report.

(*k*) When two or more copies of the same report are forwarded separately to different offices or officers, a notation will be made on each copy that it is a copy, and of the disposition of the others for the information and guidance of such office or officer.

MONTHLY

(*d*) Report of payment of pay rolls will be made by letter by regularly established offices in the United States only. These will show only a list of the rolls paid, with the date of payment in person by the paymaster, or the date of transmission of check or funds in settlement in cases where payments are not made in person by the paymaster.

(*e*) Rescinded. (C. M. C. M. 5.)

(*f*) Repayment of deposits and accrued interest. (Form NMC 438, in duplicate.)

(*g*) To the Bureau of Navigation: Report showing number of enlisted men United States Navy at each station or post, according to class, who are being paid a subsistence allowance.

(*h*) To the Quartermaster: Monthly report on Form NMC 836 of expenditures made by the Paymaster's Department, Marine Corps, chargeable to "General Expenses, Marine Corps."

(*i*) Report on the last day of each month of all changes in personnel. This report will be made whether or not there are any changes.

(2) All of the reports above mentioned should be submitted to the Paymaster as early as practicable after the period covered by the report. When two or more copies of the same report are forwarded separately to different offices or officers, a notation will be made on each copy that it is a copy, and of the disposition of the others for the information and guidance of such office or officer.

REPORTS, HEADQUARTERS MARINE CORPS

10–51

(1) In future each of the following will submit through official channels to Headquarters, Marine Corps, as soon as practicable after June 30 each year, a report of the activities of his organization during the fiscal year ended that date:

Heads of staff departments.
Commanding General, Department of the Pacific.
Commanding officers of Marine Corps posts and detachments, including ships' detachments.
Brigade commanders.
Commanding officers of expeditionary forces.
Commanding officers of other organizations serving separately. (C. M. C. M. 1.)

(2) A similar report will be submitted when an organization is disbanded, or its status is so changed as to take it out of the above list. (C. M. C. M. 1.)

DISPOSITION OF USELESS PAPERS

10–61

(C. M. C. M. 6)

(1) When it becomes desirable to reduce accumulations of routine records and papers in the files of Marine Corps organizations, papers that are more than two years old from the date of the last indorsement thereon, not needed or useful in the transaction of current business and without permanent value or historical interest, will be listed, in triplicate, according to general subject matter, with statement as to each class of records, whether originals or carbon copies, period of time covered by the papers of each class, the approximate number in each class and how arranged (whether loose, bound, separated by subject matter, or boxed, etc.), with the approximate weight of records and size of containers, and the lists submitted to Headquarters with recommendation as to each category.

(2) Commanding officers of organizations will combine lists of useless papers from subordinate units into one report.

(3) The Paymaster and the Quartermaster will forward the lists of the offices of assistant paymasters and assistant quartermasters, respectively, and will recommend thereon the final disposition to be made of useless records of these offices.

(4) No records or papers of reference value to any activity should be included in these lists, nor any circular letter or other correspondence containing instructions still in force. If any doubt exists as to the future value of a paper, it should be retained. Clothing records less than 10 years old and property, transportation, cash, baggage, and board and lodging records less than 5 years old will be retained.

CHAPTER 11

ORGANIZATION FUNDS

AUTHORIZED FUNDS

11–1

Amusement funds for posts, regiments, and separate organizations, exchange funds, and company funds are authorized and are official. Other official funds (except those consisting of public money) will not be allowed except upon approval of the Major General Commandant.

AMUSEMENT FUND

11–2

(1) ***Only one amusement fund*** will be maintained at a post, except by authority of the Major General Commandant.

(2) ***Sources of amusement fund.***—The amusement fund will consist of money donated from the profits of exchanges, and receipts from games and entertainments, gifts, and other sources.

(3) ***How expended.***—Amusement funds may be expended upon the recommendation of the post, regiment, or organization council concerned, approved by the commanding officer, for the recreation and amusement of enlisted men. Expenditures for the benefit of individuals, or for the payment of services which are due to or should be supplied by the Government, or for articles which are obtainable from the Government, or for loans are prohibited.

(4) ***Music.***—Necessary music and instruments for Marine Corps bands and orchestras, not obtainable from the Government, may be provided from the amusement fund.

CUSTODIANS OF FUNDS AND PROPERTY

11–3

(1) ***Custodian.***—An officer appointed by the commanding officer will be the custodian of the cash and property of the amusement fund of the organization. The Government fund, "Recreation for enlisted men," is not included in such cash.

(*a*) The exchange officer may be detailed to keep all of the accounts of this fund or some other officer may be so detailed. The exchange officer may be designated to keep the cash accounts and another officer appointed to account for the property. When the accounts are kept by the exchange officer they will form a part of the regular accounts of the exchange.

(*b*) When the amusement fund is kept by an officer other than the exchange officer, such officer will keep all accounts and will be accountable for all property.

(*c*) The company commander is ex officio custodian of the company fund.

(2) *Absence of custodian.*—Should the custodian of an official fund be absent from the organization for any period beyond 3 days and less than 10 days, he will leave the fund with the officer acting in his place, taking a memorandum receipt therefor. If the officer be absent for more than 10 days, he will regularly transfer the funds of which he is custodian to his successor.

(3) *Relief of custodian.*—When a custodian is relieved he shall invoice to his successor and his successor will receipt to him for all funds, accounts, and vouchers turned over, specifying such as are missing, and using for the purpose a combined invoice and receipt. This invoice and receipt will be entered in the cashbook, copies being furnished the relieving and relieved officers.

(4) *Responsibility.*—The custodian is responsible for cash and property committed to his charge, and in case of loss or damage will be required to reimburse the fund unless it appears by affirmative evidence that he has exercised due care and diligence.

(5) Disbursing officers and their immediate subordinates or assistants of either the Paymaster's or Quartermaster's Department shall not be charged with the handling or custody of, or accountability for, any funds or property whatever other than funds or property placed in their hands by operation of law or regulations. (C. M. C. M. 1.)

CASH

11–4

(1) *Deposit.*—Official funds will be deposited in a Government depository, or when none is available in a national bank under the official designation of the fund, as for example, "The amusement fund, marine barracks, Quantico, Va." and not to the credit of the officer who is custodian.

(2) *Check book.*—The check book or check register will be kept as prescribed in Exchange Regulations.

(3) *Liabilities* will be settled as promptly as possible.

(4) *Investigation of loss.*—In case of loss of any funds, the circumstances will be investigated by the appropriate council, and a report made to the commanding officer as to responsibility.

(5) *Removal of funds from organization.*—Under no circumstances will official funds be removed from the post of the organization to which they pertain except when necessary to pay indebtedness or for deposit.

PROPERTY

11–5

(1) *Property purchased* from the amusement fund or from the fund (Government) "Recreation for enlisted men" will be accounted for by the custodian of the amusement-fund property.

(2) ***Receipts required.***—The custodian will require receipts from responsible persons to whom such property is issued, and the latter will be responsible for the articles issued to them.

(3) ***Surveys.***—Property which has become unfit for use will be surveyed by the organization council, which will make recommendation as to disposition and responsibility. Approval of such recommendation by the commanding officer will be final, subject to right of appeal in cases of persons found responsible for loss or damage.

AUDITS

11-6

The council pertaining to each organization will audit the accounts and verify the funds pertaining thereto at the end of each month, upon the relief of the custodian and at such other times as it may deem necessary or as may be ordered by competent authority. It will inventory property every six months, at the end of June and of December, when the custodian is relieved, and at such other times as may be necessary. The inventory will be signed by the members of the council. The council will examine the sources from which and the methods by which the funds and property have accrued.

ACCOUNTS AND RECORDS

11-7

(1) ***Inspection of.***—The commanding officer will inspect the accounts of his organization at least once each month.

(2) ***Cashbook.***—The custodian of an official fund will keep a cashbook in which the debits and credits must be supported by vouchers. The debit vouchers will consist of dated statements signed by the persons making the payments, and will be designated by consecutive letters. The credit vouchers may consist of canceled checks or commercial receipts, but the former must be accompanied by itemized bills or by dated memorandum statements showing for what purposes the expenditures were made. The credit vouchers will be numbered consecutively. Assets and liabilities will be entered in the cashbook immediately after the closed account.

(3) ***Property account.***—The custodian will keep an appropriate account of all property purchased from the fund, showing under each article the number on hand at last accounting, the number since received, and the number expended. Entries will be substantiated by vouchers; debit vouchers in the form of commercial receipts, or if such are not obtainable, or are filed with the cash account, certificates by the purchasing officer; and credit vouchers in the form of reports of surveys or signed receipts showing the disposition of the articles. The number of articles remaining on hand should agree with the inventory, and if any discrepancy exists investigation will be made by the auditing council.

(4) *Vouchers.*—Vouchers will be filed flat, and will bear on the face a notation of the name of the fund or account, the month and the number or letter. Each month's vouchers will be filed separately, or separated in the same file by a cover sheet appropriately marked.

(5) *Closing accounts.*—The fund accounts (cash and property) will be closed at the end of each month and when the custodian is relieved.

(6) *Council proceedings.*—The proceedings of each council shall be recorded by the junior member in an appropriate book and the record signed by the members. Upon the audit of cash accounts there will be filed with the record of proceedings or entered therein a certificate by the custodian of the fund of the amount on deposit, and included therein a statement that the bank and check records have been examined and verified, and the cash on hand counted by the council.

(7) *Record of proceedings submitted.*—The record of proceedings of each council will be submitted to the commanding officer, who will decide on matters of disagreement in the council and will require that the records be kept as prescribed. Should the commanding officer disapprove the proceedings or recommendations, and the council, after reconsideration, adhere to its position, the subsequent action of the commanding officer shall be final, except in cases involving financial responsibility, which will be subject to appeal. The action in each case will be entered in the council record book. The commanding officer will be responsible for expenditures approved by him which are not in accordance with regulations.

(8) *Destruction of records.*—Records and accounts of official funds may be destroyed, unless reason exists to the contrary, when four years old if they have been inspected by an officer of the Adjutant and Inspector's Department and all irregularities have been adjusted.

POST FARMS AND GARDENS

11-8

(1) *Land.*—Commanding officers of posts at or near which suitable lands are available may set aside for post farms or gardens such ground as may be necessary for the production of vegetables or other products for the command.

(2) *Separate activity.*—Post farms or gardens will be separate activities. Seeds or other necessary articles may be furnished by the post exchange, and surplus products not required for the enlisted men will be sold and the proceeds turned over to the post exchange.

DISBANDING OF ORGANIZATIONS

11-9

Upon the disbanding of an organization the commanding officer will direct the closing of the official fund accounts and have them audited and will forward them, with all vouchers, to the Adjutant and Inspector. Funds and property remaining on hand will be disposed of as the Major General Commandant may direct.

DETACHMENT MESS

11–10

When the men of a detachment are on a commutation basis and organize a mess the noncommissioned officer in charge of such mess will keep a cash book, supported by vouchers, as required for official funds. The commanding officer of the post or station should inspect the accounts of the mess at the end of each month and when the custodian of the account is relieved.

CHAPTER 12

EXCHANGE REGULATIONS

PURPOSE

12–1

(1) *The purpose* of Marine Corps exchanges is primarily to supply the enlisted men at reasonable prices with articles necessary for their health, comfort, and convenience, not supplied by the Government; and, secondarily, through profits, to afford means for recreation and amusement.

(2) The exchange is instituted and maintained for the benefit of the enlisted men, and this principle will be kept in view at all times and under all circumstances.

ESTABLISHMENT

12–2

(1) *For any organization.*—An exchange may be established for any organization of the Marine Corps upon the written application of the commanding officer, approved by the Major General Commandant. Authority to approve the establishment of exchanges for organizations serving outside the continental limits of the United States is delegated to the commanding marine officer of the force with which serving.

(2) *Capital.*—When the establishment of an exchange has been authorized, the exchange council, with the approval of the commanding officer, will fix the amount of capital necessary, which may be raised by subscription among the enlisted men and officers or may be borrowed from the Headquarters Exchange funds, or such other source as may be approved by the Major General Commandant.

(3) *Designation.*—Exchanges will be designated according to the organization to which they pertain, e. g., Post Exchange, Marine Barracks, Norfolk; Second Regiment Exchange; Fourteenth Company Exchange.

(4) *Features.*—No features other than those herein enumerated will be included in an exchange without the approval of the Major General Commandant: (*a*) A store; (*b*) a restaurant; (*c*) amusements, including entertainments, reading, writing, and recreation rooms, library, and games; (*d*) athletics, in-

cluding teams, prizes, and articles not supplied by the quartermaster's department required for athletic training and for sports; (*e*) barber, tailor, and shoemaker services.

QUARTERS, HEAT, AND LIGHT

12–3

(1) *Buildings.*—Any available set of public buildings, or rooms therein, may be set aside by the commanding officer for the use of the exchange or, when the financial condition of the exchange will justify such a course, a suitable building or buildings may be erected for the purpose.

(2) If a temporary building is erected for the use of the exchange, or if such a building is constructed wholly or in part by the labor of troops, the use of the necessary transportation and such tools and building material as can be spared by the quartermaster's department is authorized.

(3) Repairs and alterations to the exchange building will be made by the quartermaster's department when practicable. When the necessary and authorized repairs and alterations can not be so made, the expense thereof may be borne by the exchange.

(4) *Heat and light.*—The quartermaster's department will provide for the interior and exterior illumination of exchanges, and will also supply the exchanges with such quantities of fuel as may be certified to as necessary by the exchange officer and approved by the commanding officer.

COMMANDING OFFICER

12–4

(1) *Appoints exchange council.*—The commanding officer will appoint the members of the exchange council, the exchange officer and assistants, the exchange employees, and the committee of noncommissioned officers. In making these appointments, he should take into consideration the knowledge, experience, and interest of the officers and enlisted men of and in the affairs of the exchange.

(2) *Responsible for expenditures.*—The commanding officer who approves the appropriations of the exchange council will be held responsible for expenditures not made in accordance with regulations.

(3) *General administration.*—The commanding officer will be responsible for the general administration of the affairs of the exchange and will require all regulations pertaining thereto to be observed.

EXCHANGE OFFICER

12–5

(1) *Conducts exchange.*—The affairs of the exchange will be conducted by an officer known as the exchange officer, who will be selected and detailed in writing by the commanding officer of the organization to which the exchange

E
3
5M1

pertains. The appointment by the commanding officer of eligible commissioned officers as assistants to the exchange officer in large exchanges is authorized.

(2) *Supervises subordinates.*—The exchange officer will carefully supervise the conduct and duties of his subordinates in the exchange. He will frequently and at irregular intervals check their accounts, with a view both to verifying their accuracy and to detecting irregularities.

(3) *Custodian of records, funds, and property.*—The exchange officer will be the custodian of the records, funds, and other property of the exchange and will be responsible for their safe-keeping and preservation. In the case of loss to the exchange, he will be required to show affirmatively that he exercised due care and diligence in the discharge of his duties in all circumstances connected with the loss, failing in which he will be required to reimburse the exchange for such loss.

(4) *Personally takes inventory.*—The exchange officer will take personally such inventories of merchandise and other property as may be prescribed by the exchange council. with the approval of the commanding officer.

(5) *Acting exchange officer.*—In the absence of the exchange officer and his assistants, their duties in the exchange will be conducted by officers acting in their places, detailed by the commanding officer, under such conditions as the commanding officer may prescribe. If the absence is to be for a period of more than 3 days and less than 10 days, the officer will leave the funds with the officer acting in his place, taking a memorandum receipt therefor. If the absence is to be for a period of more than 10 days, the officer will be regularly relieved and the funds and property transferred to his successor.

(6) *Upon relief.*—When an exchange officer or assistant is relieved, he will invoice to his successor, and his successor will receipt to him for all accounts and vouchers turned over, specifying such as are missing, using for this purpose a combination invoice and receipt. This invoice and receipt will be filed with the final balance sheet of the officer relieved, copies being furnished the relieving and relieved officers, and to the Adjutant and Inspector.

ATTENDANTS

12-6

(1) *Selection.*—The exchange officer will be assisted by a steward and such other attendants as the business may warrant. The attendants will ordinarily be enlisted men detailed from the command, but the employment of retired men or of civilians is authorized where the financial condition of the exchange justifies the expense, in the selection of whom preference will be given to retired and honorably discharged marines, other circumstances being equal.

(2) *Qualifications.*—All attendants of the exchange should be men of excellent record and character. They should be without extravagant tastes and men who are able and satisfied to live within their means.

(3) *Bond.*—The exchange steward will be bonded, and the other employees may be bonded, in amounts to be determined by the exchange council, but at

least sufficient to cover normal activities, with the approval of the commanding officer, the expense thereof to be borne by the exchange.

(4) *The exchange steward,* if an enlisted man, should be a noncommissioned officer having the necessary business qualifications and knowledge of accounts. He should be of unquestioned integrity, have the character necessary to enforce order and discipline in the exchange, and possess the full confidence of the exchange officer in all respects.

(5) *Bookkeeper.*—The employment of a bookkeeper independent of the steward, and with no other exchange duties, is recommended where such a division of labor is practicable. Where no bookkeeper is employed the exchange steward will keep the books of the exchange, under the supervision of the exchange officer.

(6) *Extra compensation.*—Mess sergeants, cooks, and bakers and the exchange attendants will be paid such extra compensation from the funds of the exchange as may be prescribed by the exchange council and approved by the commanding officer.

(7) *Responsibility of steward.*—The exchange steward will be responsible to the exchange officer for the property of the exchange committed to his charge, and will be held pecuniarily responsible for any loss occurring in the exchange due to a failure on his part to exercise due care and diligence in the discharge of his duties.

(8) *Relief of steward.*—When the steward is relieved, an inventory of all merchandise and property in his charge will be taken, and his account will be closed. The new steward (and the relieved steward, if practicable) will be present when this is done.

(9) *Personal sales prohibited.*—No attendant will be permitted to sell articles in the exchange on his own account.

(10) *Personal profit prohibited.*—Neither the steward nor any other employee of the exchange shall have any personal profit in the purchases, sales, or any advantage of wastage or perquisites of any kind whatever.

EXCHANGE COUNCIL

12–7

(1) *Personnel.*—The exchange council will be a continuous body of not less than three officers, including the exchange officer, ex officio, and of such other officers as the commanding officer may appoint. If the number of other officers available is less than three, the commanding officer will himself be a member. In case the commanding officer is alone, he will act as exchange council. Naval officers will not be appointed members of an exchange council, when MC officers are available. The exchange officer will not take part in the audit or in inventories, but will assist the council by giving advice and information.

(2) *The exchange council will make recommendations* regarding exceptional purchases, the compensation of attendants and employees, and make such other

recommendations as to the management and conduct of the exchange as it may deem appropriate.

(3) *The exchange council will be convened* at any time at the call of its president or by order of the commanding officer.

(4) *Regular meetings.*—On the 1st day of each month (or on the day following when falling on a Sunday or on a holiday), whenever the exchange officer is relieved and at such other times as may be necessary or advisable, the exchange council will meet and proceed to audit the accounts and take inventories of cash, coupons, bills receivable, and merchandise. The monthly inventories taken in July and January will include all other property.

(5) *The exchange council may delegate* the details of inventory, audit, and investigation of the affairs of the exchange to committees of one or more of its members, excluding the exchange officer, appointed by the president. The reports of these committees will be submitted to the full meeting of the council, and the council in accepting such reports adopts them as its own and becomes responsible for their accuracy.

(6) *The loss of collectible credits will be investigated* and reported on by the exchange council, the report and recommendations of which will be forwarded by the commanding officer, with his recommendations, to the Major General Commandant, or, in the Department of the Pacific, the departmental commander, or, if serving in a marine brigade outside the continental limits of the United States, to the brigade commander for decision as to responsibility.

(7) *The exchange council will verify and certify all entries* in the balance sheets submitted by the exchange officer.

(8) *The proceedings* of the exchange council will be entered in the exchange council book, signed by the president and recorder, and submitted to the commanding officer for his action.

(9) *Minority reports.*—Members of an exchange council have the right to submit minority reports, which will be entered in the council book, signed, and submitted to the commanding officer with the report of the council.

(10) *Disapproval of proceedings.*—Should the commanding officer disapprove the proceedings or recommendations of the exchange council, or any part thereof, he will return the report, with his remarks thereon, for reconsideration and further action. Should the exchange council after reconsideration adhere to its conclusions, and the commanding officer again disapprove, the action of the commanding officer will be final, except as to matters involving financial responsibility in which case the report of the proceedings will be sent by the commanding officer to the Major General Commandant, or, in the Department of the Pacific, the departmental commander, or, if serving with a marine brigade outside the continental limits of the United States, to the brigade commander, whose decision thereon will be final. The final orders in each case will be entered in the exchange council book.

(11) *Responsibility.*—The members of an exchange council will be held pecuniarily responsible for losses to an exchange due to negligence or lack of due care and diligence in the performance of their duties. The following opinion

of the Judge Advocate General of the Army, rendered February 24, 1915, is quoted in this connection:

POST EXCHANGES; SHORTAGE IN ACCOUNTS; RESPONSIBILITY

Upon an examination of the accounts of a certain post exchange the Inspector General's Department found a shortage in the accounts for each month for the period from August 1, 1913, to June 15, 1914, aggregating $655.84. The accounts had not been kept in accordance with the requirements of the post exchange regulations, and it was evident that the loss might readily have been detected by proper auditing of the accounts by the members of the post exchange council, as required by regulations. During the period mentioned the post exchange council took no inventory of the stock, notwithstanding the requirements of the regulations that such inventory be taken by them quarterly or oftener.

Held, That post exchanges, being agencies of the Government, the duties imposed upon officers in the management of their affairs are as binding upon them as any other duty to which they may be assigned under competent military authority; that when the property or funds of an exchange are lost through mismanagement or neglect of such officers, the least that can or should be exacted in the public interests is that they make good the loss; that this principle applies as well to members of an exchange council as to the exchange officer; and that in the instant case it was the duty of the department in the public interest to direct the entry of stoppages against the pay of the several members of the exchange council and of the exchange officer, in equal sums, to cover the shortage.

COMMITTEE OF NONCOMMISSIONED OFFICERS

12-8

(1) A committee of representative noncommissioned officers, appointed by the commanding officer, will be convened quarterly or oftener. This committee will be afforded all proper means for investigating the condition of the exchange and will submit to the exchange council its views and recommendations in respect to the operations of the exchange. The recommendations of this committee will receive due consideration by the council, the action of which thereon will be reviewed by the commanding officer.

(2) The reports of the committee of noncommissioned officers will be entered in the exchange council book immediately after the record of proceedings of the last meeting of the council and will be signed by its members.

STOCK AND OTHER PROPERTY

12-9

(1) *Orders for merchandise or supplies* of any kind for the exchange will be given in writing, signed by the exchange officer, and a duplicate kept on a permanent file. In case a telephonic order is necessary, a memorandum of such order, signed by the exchange officer, will be kept. In cases of emergency, when supplies are required and the exchange officer is not present or available, a written order may be signed by an officer detailed for this purpose by the com-

manding officer. In no case shall orders, however small, be signed or given by an attendant.

(2) *Inspection of supplies.*—All merchandise and other property received for the exchange will be inspected by the exchange officer or his authorized assistant, or in case he is not available by an officer designated by the commanding officer, who will personally satisfy himself as to the quantity and quality of each article received, and certify to the facts on the face of the invoice. If no invoice is received a certificate will be prepared and signed by the inspecting officer. A rubber stamp of the following form should be provided:

Invoice No ________________
Invoice received________________
Goods received________________
Checked in________________
Entered S. R________________
Entered steward________________
Bookkeeper________________
Paid by check________________
Voucher No ________________

(3) *Purchases limited.*—Supplies will be purchased only in sufficient quantities to meet the needs of the exchange for the immediate future. The amount carried will be governed by the proximity of adequate markets and the facilities for delivery to the exchange.

(4) *Merchandise in exceptional quantities* will not be procured except upon the recommendation of the exchange council, with the approval of the commanding officer.

(5) *The quartermaster's department is authorized to sell* to exchanges such articles of clothing, rations (including ice), forage, furniture, and fixtures as may be needed and can be spared from the stock on hand.

(6) *Storeroom.*—In exchanges where such a system is practicable, a storeroom should be provided, which will be placed in charge of an attendant as storeroom keeper.

(7) When a storeroom is provided the storeroom keeper will receive all stores of whatever kind that come into the possession of the exchange, and issue all stores to the several departments on written requisition in triplicate. These requisitions will be O. K'd by the steward, and when filled the original will be filed in the storeroom, the duplicate with the department receiving the goods and the triplicate with the person who keeps the accounts.

SERVICES

12-10

(1) *The barber, shoemaker, and tailor services* to enlisted men at all shore stations of the corps will be conducted by the exchange, and such enlisted men or other persons who may perform these services within such commands will be employed by the exchange upon such terms, including prices charged, as

may be prescribed by the exchange council, with the approval of the commanding officer.

(2) The barber, shoemaker, and tailor may be paid either a salary or a percentage of the amount of their receipts. Any other method will be subject to the approval of the Major General Commandant.

MANAGEMENT

12–11

(1) *All obligations will be paid as soon as practicable,* to the end that the liabilities of the exchange may be at a minimum at all times, and the advantages of discounts obtained.

(2) *Price lists* will be conspicuously posted in the various sections of the exchange.

(3) *A copy of the latest balance sheet,* showing the exchange council's and commanding officer's action thereon, will be kept posted in a conspicuous place in one of the exchange rooms.

(4) *Regulations.*—A corrected copy of these regulations will be kept hung up at all times in an accessible place in one of the exchange rooms.

(5) *Rules of order* will be prescribed by the exchange officer, with the approval of the commanding officer, and a copy thereof posted in each of the exchange rooms.

(6) *Gambling forbidden.*—Gambling or playing any game for money, or anything of value, or raffling, is forbidden in an exchange.

(7) *The use of penalty envelopes* will be limited strictly to the proper correspondence of the exchange, and will not be used in soliciting custom nor in the delivery of goods. Return penalty envelopes are not authorized.

(8) *Civilians* not employed at a post will not be permitted to enter an exchange without the authority of the commanding officer.

(9) *The presence of an attendant* in the exchange will be required all day, and at night when at all practicable.

CASH

12–12

(1) *The exchange officer or authorized assistant will attend to all cash transactions* in person, except routine cash sales and routine settlement of personal accounts receivable, and he will allow no employee to have access to the cash after it is turned in to him. A reasonable sum, for which monthly receipt will be taken, may be placed or left in the hands of the steward for the purpose of making change.

(2) *Removal of funds from station.*—Under no circumstances will the exchange funds be removed from the station of the organization or post to which they pertain, except as may be necessary for the payment of obligations, for deposit, or for the purpose of obtaining necessary change.

(3) *Depository.*—When not impracticable, exchange funds, except such amounts as may be reasonably necessary for routine transactions, will be deposited in a Government depository, or if one is not available, in a national bank.

(4) *Government checks may be cashed* by the exchange officers for enlisted men, and will be cashed for marines discharged, if practicable, whenever such checks can not be cashed otherwise without expense or delay. No charge will be made for this accommodation.

(5) *Private checks* may be cashed by the exchange for officers in amounts fixed by the exchange council, with the approval of the commanding officer, but not in excess of $25.00 in one day for any officer.

(6) *Payments of bills by check.*—The exchange officer will not permit the attendants to pay the obligations or bills of the exchange and will, whenever it is possible, make payments of such obligations or bills by check.

(7) *A cash register* should be provided for each department of the exchange, if practicable. All cash received will be placed in the cash drawer and the amount of the sale rung up. Where practicable the indicator of the cash register will be kept locked and the keys kept in the personal possession of the exchange officer.

(8) The exchange officer will compare daily the sales as shown by the cash register with the sales as shown by the steward's daily report.

(9) *Cash turned in by steward.*—The steward will turn in to the exchange officer the cash in excess of that authorized to be kept for change at the close of each calendar day's business, or at such and hour approx. the [illegible] ~~other times approximating thereto~~ as the commanding officer may direct ~~designate~~. On days when unusual amounts are received, cash will be turned in to the exchange officer as many times as may be necessary in order to prevent a considerable accumulation in the hands of the attendants. At no time shall the total cash in the custody of the steward be allowed to exceed one-fourth the amount for which the steward is bonded.

(10) *Cash will not be left in the cash register or drawer overnight.*—In exchanges where the steward is provided with a combination-lock safe of such size and condition as to be reasonably secure against theft, such cash as may be in the hands of the steward for change, as provided in paragraph (1), together with cash that is received between the hour mentioned in paragraph (9) and the close of business for the night, will be placed in the steward's safe, provided the total of such cash does not in any case exceed one-fourth the amount for which the steward is bonded. When cash is thus left in the safe of the steward overnight, all cash receipts so left will be turned in to the exchange officer as soon as practicable on the following morning.

(11) *In the absence of the exchange officer* at any of the times above mentioned requiring the cash to be turned in, the steward will turn in the cash received to the officer of the day, or to such other officer as may be designated by the commanding officer, who will give receipt for same and be responsible for its delivery to the exchange officer.

CREDIT

12-13

(1) *No credit.*—All Marine Corps exchanges will be conducted on a strictly cash basis, extending no credit whatsoever for merchandise or services, except as provided in paragraph (2).

(2) *When credit is extended.*—Exchanges established for troops serving in the field beyond the continental limits of the United States may, if it be a military necessity, extend credit, not exceeding one-half of one month's pay, to enlisted men, not more than one-half of such credit to be extended during the first 15 days of the month, and a reasonable credit to officers. At other places, men not in a pay status, applicants awaiting enlistment at recruit depots, men joining by reenlistment after having been separated from the service for a period of more than one month, may be extended credit by the exchange, on the written order of the commanding officer, for such toilet articles, barber, tailor, and shoemaker services as may be actually necessary for health and comfort. Such credit will be kept within a reasonable limit, the maximum to be fixed by the exchange council, with the approval of the commanding officer. Credit extended applicants at recruit depots may, if the enlistment is accomplished, be checked on the first pay roll on which the recruit's account appears. If the enlistment is not accomplished, the amount may be dropped as a loss if not collectible.

(3) *Services furnished prisoners gratis.*—Where the services of the tailor, barber, and shoemaker are performed by enlisted men, employees of the exchange, for enlisted men held in custody as prisoners not in a pay status, ~~who~~ and are awaiting a trial or final disposition of their cases, neither the exchange nor its employees will make any charge for such services nor for the actual cost of supplies or materials furnished in connection with such services.

(4) *Collections of indebtedness* as above authorized of enlisted men to exchanges will, where practicable, be made through the paymaster's department by checkages on pay rolls in accordance with instructions. The amount of indebtedness to an exchange shall not be collected until all stoppages for indebtedness to the United States have been made and all forfeitures by sentences of court-martial, if any, have been satisfied.

(5) *Procedure for extending credit.*—In cases where paragraph (2) is applicable, the following procedure will be followed:

(*a*) At the beginning of a month, each officer rendering a pay roll will submit a credit roll (~~Form C~~) to the exchange officer upon which will appear the names of the enlisted men of the organization for which the pay roll is rendered who desire credit at the exchange, with the amount of credit approved for each for the month. Supplementary credit rolls will be submitted for men who join during the month subsequent to the submission of the credit roll. Where collections are made through the paymaster's department, the credit roll will be submitted in quadruplicate, one copy to be retained by the exchange officer as his authority for extending the approved credits, one copy to be returned immediately with a certificate of the receipt of copies, and at the close of the credit period of the month, which will be prior to the closing of the pay roll, two copies to be returned with the amount of credit extended to each man during the month entered opposite his name in the proper column. Of the two copies received by the officer rendering the pay roll at the end of the credit period one will be retained by him as his authority for making the proper checkages on the pay roll, and the other returned by him to the exchange officer with a certificate of receipt of copy. Where collections are made in cash, the credit roll will be submitted in duplicate, one copy of which will be retained by the exchange officer as his authority for extending the approved credits and one copy returned with a certificate of receipt of copy.

(*b*) Officers commanding organizations for which pay rolls are rendered will submit to the exchange officer, in time to afford the latter opportunity to take the required action, a written notice (~~Form A~~), in duplicate, of change in the credit status of any enlisted man of the command for which the pay roll is rendered, due to checkage, prospective checkage, confinement, trial by court-martial, transfer, discharge, death, retirement, desertion, or to any other cause within their knowledge. The exchange officer will retain one copy of this notice and will return one copy with certificate of receipt of copy.

(*c*) The exchange officer will submit to commanding officers of organizations for which pay rolls are rendered written notice (~~Form B~~), in duplicate, of indebtedness to the exchange due to credit extended to enlisted men of the respective commands in all cases where checkage is required and which are not provided for on the credit rolls. One copy of this notice will be retained by the commanding officer of the organization and one copy returned to the exchange officer with a certificate of receipt.

(*d*) Officers commanding organizations for which pay rolls are rendered will be held liable to an exchange for loss due to extension of credit approved by them in excess of that authorized by regulations, or to failure to give due notice as required in paragraph (*b*), or to failure to make proper checkages on the pay rolls, or to enter indebtedness in service-record books upon due notice. The exchange officer will be held liable to the exchange for loss to the exchange due to the extension of credit in excess of that approved on credit rolls, or to the extension of credit of more than one-half of the authorized credit on or before the 15th of the month, or to failure to enter the proper amount of credit extended on credit rolls, or to failure to give due notice of credit extended as required in paragraph (*c*), or to make the proper collection or claim upon due notice, as required in the instructions of the paymaster's department.

(*e*) Where collections are made in cash a collection roll (~~Form D~~) will be prepared for use on pay day, showing the amount of indebtedness of each man. Opposite the column of amounts due will be a column for each day on which collection is to be made, and as payments are made the amounts will be entered opposite the proper name in the paid column of the proper date. The totals of these columns will show the total amount of collections each day.

(*f*) Credit and collection rolls and credit notices will form part of the permanent records of the exchange.

(*g*) Sales slips (~~Form F~~) will be used in all exchanges in the extension of credit to enlisted men not in good standing.

(*h*) Sales slips will be initialed by the salesman and signed by the purchaser. In the cases of enlisted men not in good standing, they will show the approval of the commanding officer. They will be retained by the exchange officer as notes until the indebtedness has been satisfied, when they will be plainly stamped "Paid" and returned to the men if practicable, or, if not practicable, destroyed, except that when men are transferred such slips will be retained six months before being returned or destroyed.

(*i*) Sales slips received will be turned in by the steward to the exchange officer daily.

(*j*) Coupons will be used, when practicable, for the extension of credit to enlisted men in good standing.

(*k*) The procedure for collection through the Paymaster of amounts due on account of credit extended is set forth in Chapter 28.

ACCOUNTS AND RECORDS

12–14

(1) *How kept.*—The accounts of an exchange will be kept in such form and in such detail as will enable the exchange officer, the exchange council, the commanding officer, or an inspecting officer to obtain a full history of the transactions of the exchange, and to ascertain the condition of the affairs of the exchange at any time.

(2) It should be kept in mind that transactions which are not recorded are not available for scrutiny in the absence of those actually effecting the transactions, and that therefore all essential matters should be committed to the records.

(3) *Removal of records from station.*—The records of an exchange will not be removed from the station of the exchange except on the authority of the commanding officer or the Major General Commandant. Upon the permanent closing of the exchange they will be forwarded to the Adjutant and Inspector.

(4) *The double-entry system of bookkeeping* will be used in all exchanges, and the following books and accounts will be kept, except as noted:

(5) *Blotter,* in which the exchange officer or his authorized assistant will keep in his own handwriting a rough record of all cash receipts and expenditures. The blotter may be omitted if such officer keeps the cashbook-journal in his own handwriting.

(6) *Cashbook-journal* (~~Form G~~), in which will be kept a smooth account of all transactions. Entries will be made in separate columns, appropriately headed, according to the classification into which it is desired to divide the receipts and expenditures. The number of the check or voucher supporting each expenditure will be entered in the appropriate column.

(7) *Ledger,* in which summaries of the exchange's debit and credit transactions will be entered. The ledger will be divided into two sections—the general and the petty ledger. The following accounts will be kept in the general ledger:

(*a*) *Amusements.*—This is purely a loss account and will show on the debit side the total of all donations—either cash, merchandise, or anything of value—to amusements. The credit side will be balanced to "Loss and gain." The total of the debit entries is the total as taken from the "Amusement" column on the debit side of the cashbook-journal.

(*b*) *Amusement rooms.*—This account must not be confused with the "Amusement account." This account covers the activities of the billiard room and bowling alleys and other forms of amusement from which revenue is derived. On the debit side will appear the total expenses involved in conducting this activity. On the credit side will appear the total of the business done (cash and credit), and the balance (red ink) debited or credited to the "Loss and gain" account.

(*c*) *Bills receivable.*—(Due from enlisted men.) The debit side of the account will contain the balance due under this head at the beginning of the period and the total of all sales on credit to enlisted men during the period. (This last entry is the total of the column headed "Bills receivable" on the debit side of the cashbook-journal.) The credit side will show the total of all cash receipts under this head during the period. This is total of column headed "Bills receivable" on credit side of cashbook-journal. The credit side will also show (in red) the balance due under this account, which balance must agree with the schedule of bills receivable filed with the balance sheet.

(*d*) *Cash.*—This account will contain on the debit side the cash balance on hand at the beginning of the month or other accounting period; also the sum of all items of cash received during the period (this is total of cash column on debit side of cashbook-journal). The credit side will contain the sum of all items of cash actually paid out during the period (this is total of cash column on credit side of cashbook-journal); also (in red ink) the amount of cash remaining on hand at the end of the accounting period.

(*e*) *Coupons.*—On the debit side of this account will appear the amount of coupons on hand at the beginning of the period; also the amount of coupons received and redeemed. The credit side will show the amount of coupons issued during the period. The balance (red ink) will show the amount of coupons outstanding at the end of the period.

(*f*) *Exchange account.*—This account will show the value of the exchange. On the debit side will be entered the net loss, if any, and (in red ink) the present worth. On the credit side will be entered the value at the beginning of the period and the net gain, if any.

(*g*) *Expense.*—This account will contain on the debit side the total of all items of expense incurred during the period. The following items properly belong to this account; Compensation of attendants, bonding employees, insurance, books, stationery and ice, for use in exchange, and transportation charges *only* when the transportation involved is on an item belonging to this account.

The debit entry will be the *total* of the expense column debit side of cashbook-journal. The credit side of expense account will contain a red-ink entry "Loss and gain," of the same amount that is shown on the debit side.

(*h*) *Interest and discount.*—This account shows on the credit side the total of all items of interest received on deposits, and all items of discount actually taken on paid bills. This entry is the total of interest and discount column on credit side of cashbook-journal. The debit side shows in *red* the same amount to "Loss and gain."

(*i*) *Loss and gain.*—The debit side of this account will contain the total of the loss and gain column of the cashbook-journal, the items of that column showing the character of the losses sustained in conducting the business. The credit side will contain the total of the loss and gain column on the credit side of the cashbook-journal, this column showing the character of the gains during the period covered. In addition, the profit in merchandise or property is entered on the credit side, or in case of a loss therein as shown by the inventory such loss is entered on the debit side. The balance (in red) of this account, showing the net loss or net gain, is entered on the side necessary to balance. If this balance is on the credit side it is a net loss, if on the debit side it is a net gain. The net loss or net gain is carried to the "Exchange account" (in red ink).

(*j*) *Merchandise.*—This account will contain on the debit side the total of the merchandise (cost value) on hand as shown by the inventory at the beginning of the month or accounting period; also the total of all amounts, including any transportation charge on merchandise (this is total of merchandise column on debit side of cashbook-journal). The debit side also will contain (in red ink) the profit on merchandise during the period. The credit side will contain the amount of merchandise sold (selling value) during the period, and the cost value of all merchandise expended, returned to dealer, or transferred to other accounts (this is total of merchandise column on credit side of cashbook-journal); also the inventory (cost value) of merchandise on hand at end of period (in red ink).

(*k*) *Property.*—This account will show transactions in all items concerning property of the exchange which is not carried for sale. The account will show on the debit side the value of all property on hand at the beginning of the accounting period; also the value of all property received during the period; the amount (if any) of any increase in value during the period, such as a sale at a higher amount than the paper value. On the credit side will appear the value of all property expended; the amount realized from the sale of property; the amount of depreciation during the period; and (in red ink) the value of the property on hand at the end of the period.

(*l*) *Barber.*—This is an *impersonal* account and must not be confused with the personal account of the employee who performs the services. On the debit side will appear the total expenses involved in conducting this activity. On the credit side will appear the total of the business done (cash and credit), and the balance (red ink) debited or credited to the "Loss and gain" account.

(*m*) *Shoemaker.*—This is an *impersonal* account and must not be confused with the personal account of the employee who performs the services.

On the debit side will appear the total expenses involved in conducting this activity. On the credit side will appear the total of the business done (cash and credit), and the balance (red ink) debited or credited to the "Loss and gain" account.

(*n*) *Tailor.*—This is an *impersonal* account and must not be confused with the personal account of the employee who performs the services. On the debit side will appear the total expenses involved in conducting this activity. On the credit side will appear the total of the business done (cash and credit), and the balance (red ink) debited or credited to the "Loss and gain" account.

(*o*) *Accounts payable.*—On the debit side will be entered the total of all payments made by the exchange to dealers (this is the total of accounts payable column on debit side of cashbook-journal). The credit side will show the balance (if any) owed by the exchange to dealers or firms at the beginning of the period, also the total of purchases made by the exchange and total of all other bills incurred by the exchange, whether paid during the period or not (this is the total of "Accounts payable" column on credit side of cashbook-journal). The balance of this account (red ink) should agree with total of "Schedule of accounts payable" filed with balance sheet.

(*p*) *Accounts receivable.*—The debit side of this account will show the balance due the exchange under this head at the beginning of the period; the total of all credit sales to officers (this total is the total of accounts receivable column on debit side of cashbook-journal). The credit side will show the total of all payments on account made by officers during the period and (in red) the balance due the exchange under this head.

(*q*) *Surveys.*—Damaged merchandise or property, except perishable articles, will be brought before the exchange council for survey, and the report of the action taken will be signed by a member of the council.

(8) *The petty ledger* will contain accounts with every firm or individual with whom the exchange has any dealings. This includes all employees and attendants. The debit side will contain, first, any amount that may be owed to the exchange by such firm or any individual at the beginning of the period. The debit side will also show all payments made to the firm or individual concerned as shown by the cashbook-journal. The credit side will show first the amount owed to the firm or individual at the beginning of the period, for merchandise, services, or anything else. The credit side will also show all transactions wherein the firm or individual concerned has furnished or supplied the exchange with merchandise, services, or anything else of value. The balance of each account (in red ink) will show, if such balance is entered on the debit side, the amount the exchange owes that person at the end of the period; if the balance appears on the credit side, the amount the person or firm owes the exchange.

(9) *Invoices.*—There will be entered on the face of invoices the inspector's certificate, the selling price of each group of articles, the total selling value, and the account or accounts, with the amount of each, to which debited. Invoices will be numbered serially by months, and the number of each invoice will be entered opposite the debit in the ledger accounts.

(10) ***Vouchers.***—Vouchers will be required for all cash expenditures. Paid checks will be accepted as vouchers for expenditures where the accounts show the purpose for which the expenditures were made. When bills are not paid by check, commercial receipts or receipted bills will be required. Vouchers will be plainly numbered by months, and the voucher number entered opposite each expenditure entered in the cashbook-journal.

(11) Separate permanent flat files will be kept for invoices, vouchers (except paid checks), inventories, balance sheets, steward's daily reports, credit rolls and notices, and collection rolls, on which these records will be filed in order.

(12) ***Steward's daily reports.***—The exchange officer will require the steward to submit to him daily (~~Form H~~) a report of each day's business, showing the sales and services for cash, coupons, and on credit, the cash on hand last report, cash since received, cash turned in and remaining on hand, merchandise on hand last report, since received, sold, returned, and expended or transferred, and merchandise remaining on hand, and coupons on hand last report, since received, since issued, and books remaining on hand. These reports will be prepared and submitted, whether or not any business was transacted, examined, and, if found correct, certified by the exchange officer.

(13) ***Steward's account.***—The exchange officer, or his authorized assistant, will keep in his own handwriting a memorandum account with the steward in which all entries will be made in the presence of the steward charging him with the selling value of the merchandise turned over to him for sale, and crediting him with the selling value of all goods sold or properly expended. Proper debit or credit will be made when selling prices are changed. The balance of this account will show the selling value of the merchandise which the steward should have on hand, and this balance will be carried forward to the next period. The value of the inventory will be entered on the old account and a comparison made with the balance. The difference, if any, will be entered in the post exchange council's report with recommendation as to the action to be taken and the following month will be debited or credited to the steward's account as required by the approved report of the exchange council.

(14) ***The bank balance*** will be kept in the bank check book. Deposits and amounts drawn by check will be entered on the stubs and the balance carried forward on each page. On the last day of each month, and at such other times as a statement is obtained from the bank, the number and amount of each outstanding check, the total of the outstanding checks, and the difference between the balance as shown by the bank statement and the total of the outstanding checks will be entered on the back of the last check stub or on the bank statement for the period covered by the bank statement. This difference should equal the balance as shown on the check stub.

(15) ***Checks will be numbered serially,*** and stubs will show date, number, name of payee, and amount. Canceled checks will be attached to stubs and the word "Canceled" written across the face of the check and of the stub. Paid checks returned from the bank will be immediately pasted or otherwise se-

curely attached to their stubs in such a manner as to not cover any entries on the stub. When the check voucher system is used, a check register will be kept, and the canceled and paid checks will be filed serially.

(16) *Stock book.*—The storeroom keeper will enter in a stock book or card file, on the debit side, the selling value of all stores received, and on the credit side the selling value of all stores issued. This account may be kept on the basis of units of items issued without the value appearing therein.

(17) All the above-mentioned records and accounts must be kept, except as noted, and such other books and accounts as may be necessary will also be kept. Any deviation from these regulations in regard to accounts will require the approval of the Major General Commandant.

(18) *Destruction of records.*—Records and accounts of the exchange may be destroyed, unless sufficient reasons exist to the contrary, when four years old, if they have been inspected by an officer of the adjutant and inspector's department and all irregularities have been adjusted.

INVENTORY AND AUDIT

12–15

(1) *The value of an inventory* depends on the thoroughness and accuracy with which it is taken, and errors of omission or commission may result in injustice either to the exchange personnel or to the command, or to both. Therefore the greatest care and exactness will be exercised in taking inventories.

(2) *In taking inventories* the services of officers or of competent enlisted men, except the exchange officer, authorized assistants, and exchange attendants, may be utilized. The counting, recording, and extensions must be performed under the direct and personal supervision and scrutiny of a member or members of the exchange council. A sufficient number of extensions, chosen at random, should be personally checked in order to establish a strong probability that they are being correctly made. A sufficient number of unit cost prices should likewise be personally verified, in order to insure that a proper value is being given to the stock. Inventories (~~Form 1~~) will be signed by the members of the inventory committee.

(3) *In auditing the accounts* of the exchange the services of qualified officers or noncommissioned officers or privates may be utilized, excluding the exchange officer, authorized assistants, and attendants. All work connected with the auditing must be done under the direct and personal supervision and scrutiny of the members of the auditing committee.

(4) *The cash,* including that in the hands of the steward for change, will be counted at the beginning of the audit. Statements will be obtained from the bank and the balance on deposit, as shown by the last stub, will be verified; entries on stubs showing deposits will be compared as to date and amount with such entries on statement and in pass book.

(5) *Colored pencils.*—All persons conducting the audit will be provided with blue pencils. The exchange officer and the exchange employees will use ordinary black pencils for checking items. Green pencil marks will be reserved for use by officers of the adjutant and inspector's department.

(6) *In auditing the accounts* the records should be distributed among the auditors and assistants as follows:

(*c*) Cashbook-journal.
(*b*) Exchange officer's blotter.
(*c*) Steward's daily reports.
(*d*) Other cash receipt vouchers.
(*e*) Cash expenditure vouchers and check book.
(*f*) File of orders for merchandise and property.
(*g*) Invoices for merchandise and property.
(*h*) Steward's account.
(*i*) Ledger.

This distribution may be varied according to the number of auditors and assistants available or other circumstances in each case.

(7) The person having the cashbook-journal will verify the entries therein as to date, amount, and classification as the items are called to him by persons having the other records.

(8) The person having the exchange officer's cash blotter will verify the entries therein by date, item, and amount.

(9) The persons having the steward's daily reports and other cash receipt vouchers will read from these the data supporting the entries in the cashbook-journal under the following heads: Cash (debit); accounts receivable (debit and credit); merchandise (credit); bills receivable (debit and credit); barber, tailor, and shoemaker (credit); coupons (debit and credit); property (credit); amusement rooms (credit); and sometimes accounts payable (credit).

(10) The persons having cash expenditure vouchers and check book will read therefrom the data supporting the entries in the cashbook-journal under the following heads: Cash (credit); accounts payable (debit); barber, tailor, and shoemaker (debit); expense (debit); amusements (debit); interest and discount (credit); property (debit); and merchandise (debit).

(11) The person having the file of orders for merchandise or property will, with the person having the invoice file, compare the orders with the invoices, noting carefully that the regulations have been observed.

(12) The person having the invoice file will then read therefrom the data supporting the entries in the cashbook-journal under the following heads: Merchandise (debit); property (debit); accounts payable (credit); interest and discount (credit), reference being also necessary to the cash expenditure vouchers for items under interest and discount.

(13) Items in the cashbook-journal showing loss and gain, being supported by various records depending on the character and cause of the loss or gain, must be determined and verified by examination of the circumstances in each case.

(14) As each entry in any record is verified, a check mark (√) will be made opposite.

(15) All additions on cashbook-journal will be verified and a preliminary test balance made of all entries therein.

(16) The totals of all columns in cashbook-journal are next verified as having been posted to the proper account in the general ledger. Postings to the individual accounts in the petty ledger (accounts receivable and accounts payable) need not be verified in detail unless some special reason therefor develops. However, a test will be made by totaling all credit and debit entries therein and comparing the difference between these totals with the general ledger balances under these heads.

(17) After checking each book, file, and account they will be gone over by a member of the auditing committee to ascertain whether any items are not checked, and if such items are found they will be looked up.

(18) The additions in each account will be verified, and the balances as brought forward and as carried to other accounts will be checked and verified. The balances will be compared with those entered in the balance sheet. The balance in the steward's account (exchange officer's) will be compared with the inventory, selling price.

(19) Auditing committees will take especial care to see that adding machines are not improperly manipulated, it being possible on some machines to obtain false totals by manipulation of the eliminating key.

(20) Notes will be counted, compared with the credit rolls and statement of indebtedness on balance sheet, and the total amount compared with the amount called for by the bills-receivable account in the ledger. If any reasons therefor should appear, the validity of the notes will be looked into and verified in such manner as is most feasible.

(21) The steward's coupons on hand will be counted to see if they agree with the amount as shown by the daily report and as shown by the exchange officer's account with him. Coupon books will be examined to ascertain if any coupons have been removed.

(22) The amounts shown as assets and liabilities will be carefully checked. The sums shown as accounts receivable and payable will be carefully checked with the total amounts of personal accounts as shown by the ledger as due to and from the exchange.

(23) The other items of the balance sheet will be carefully checked with the accounts in the ledger as they appear at the time of the audit.

(24) Any and all discrepancies or irregularities will be looked into with care and report made as to responsibility.

(25) The council will carefully examine into the schedule of accounts payable and accounts receivable filed with the last prior balance sheet and ascertain whether or not any remain unpaid and, if any such are found, the reason therefor investigated and recorded.

Disposition of Profits

12–16

(1) *Determination of profits for disposition.*—Profits for disposition will be the amount of cash on hand at the end of the month, less the following:

(*a*) A sum sufficient to pay all liabilities of the exchange.

(*b*) The difference, if any, obtained by subtracting 90 per cent of the total bills and accounts receivable and 50 per cent of the inventory of merchandise, cost price, from the total of all anticipated ordinary expenses for the ensuing month (including operating expenses, purchase of stock and other property). If the anticipated expenses are less than the total of the two amounts mentioned, no deduction will be made under this heading.

(*c*) The sum required for specific objects approved by the Major General Commandant, by the Commanding General, Department of the Pacific, or, if serving in a marine brigade outside of the United States, by the brigade commander, for the betterment of the command additional to the anticipated ordinary expenses.

Examples:

1. Total cash on hand May 31, 1925			$1,450.00
Total liabilities, May 31			35.60
			1,414.40
Anticipated ordinary expenses for June		$1,400.00	
90 per cent of bills and accounts receivable, May 31	$84.60		
50 per cent cost price inventory of merchandise, May 31	800.00	884.60	515.40
			899.00
Approved specific objects			125.00
Amount of cash profits subject to disposition on May 31, 1925 (payable in June)			774.00
2. Total cash on hand May 31, 1925			6,538.39
Total liabilities, May 31			3,453.66
			3,084.73
Anticipated ordinary expenses for June		$4,000.00	
90 per cent of bills and accounts receivable, May 31	$194.87		
50 per cent cost price inventory of merchandise, May 31	7,566.68	7,761.55	000.00
			3,084.73
Approved specific objects		(none)	000.00
Amount of cash profits subject to disposition on May 31, 1925 (payable in June)			3,084.73

(2) Profits subject to disposition will be transferred to the proper accounts or funds for the recreation and amusement of the enlisted men in such proportion as the exchange council, with the approval of the commanding officer, may recommend.

(3) When an entire organization is transferred to expeditionary duty, the proportionate share of the exchange profits as of the date of transfer will be paid into the organization's exchange or amusement fund.

(4) ***Payment to individual men prohibited.***—The payment of any part of exchange profits to individual men is prohibited, except as prizes, or to cooks, bakers, and mess stewards, in amounts recommended by the exchange council and approved by the commanding officer, but in no case will prizes be awarded for record target practice with the service rifles.

(5) Recommendations for deviation from the methods provided for the disposition of profits may be submitted for approval to the Major General Commandant.

REPORTS

12-17

(1) The exchange officer will close his books at the end of each month's business, when relieved, and at such other times as may be directed by proper authority, and will submit, in triplicate, to the exchange council a balance sheet (Form J) to include that date, giving in detail all of the information required thereon.

(2) After auditing the accounts the exchange council will submit the balance sheets, with their report, to the commanding officer for his action.

(3) After the commanding officer has taken final action on the report, he will forward the original of the balance sheet to the Adjutant and Inspector and return the two copies to the exchange officer.

(4) The exchange officer will place one copy of the balance sheet on a permanent file, and will post the other copy in a prominent place in one of the exchange rooms for the information of the enlisted men of the command.

FINAL DISPOSITION OF BUSINESS

12-18

When it becomes known that an exchange is to be discontinued the exchange stock will be reduced to the lowest extent possible and, so far as may be, converted into cash. Prior to the closing of the exchange the property will be converted into cash. The cash and remaining merchandise and property will be disposed of as directed by the Major General Commandant.

HEADQUARTERS MARINE CORPS

12–19

(1) *The Marine Corps exchange board* will be composed of the Headquarters exchange officer and of such other officers as the Major General Commandant may designate. The duties of this board will be to consider and make recommendations upon such subjects as pertain to the affairs of the Marine Corps exchanges and to audit accounts of the Headquarters exchange officer. This board will meet at the call of its president or upon the order of the Major General Commandant, and a record of its proceedings will be kept by the Headquarters exchange officer for submission to the Major General Commandant for his action.

(2) *The Headquarters exchange officer* will be designated by the Major General Commandant. He will have general supervision of correspondence pertaining to matters connected with exchanges under the supervision and orders of the Adjutant and Inspector. It will be his duty to take charge of and administer the Marine Corps fund.

(3) *Marine Corps fund.*—The Marine Corps fund will consist of all moneys received from the exchanges of the Marine Corps and from other sources. It will be held in trust for the enlisted men and will be disbursed only for the general benefit of the corps as a whole and for the enlisted men in particular. It will not be expended for the benefit of individuals or separate organizations, unless such individuals or organizations are representing the entire Marine Corps, but will be available for carrying on the exchange business of the corps, including loans for establishing new exchanges. Disbursements will be made only on the recommendation of the Marine Corps Exchange board approved by the Major General Commandant.

COUPON BOOKS

12–20

Coupon books will be serially numbered and be countersigned before issue by the exchange officer. The name of the man to whom issued will be entered on the cover, and the coupons will not be honored except when presented by the man to whom issued. The books will be carefully accounted for, both by the exchange officer and the steward.

FORMS

12–21

Form 6, N. M. C. 159, balance sheet, will be furnished upon requisition to the depot quartermaster. Other exchange forms will be supplied at cost by the Headquarters exchange officer.

CHAPTER 13

MARINE CORPS RESERVE

Section 1.—ESTABLISHMENT AND MISSION

13-1

Establishment.—The Marine Corps Reserve is established and maintained under the provisions of the act approved February 28, 1925, and effective July 1, 1925.

13-2

Status and composition.—The Marine Corps Reserve is a component part of the Marine Corps. It is composed of male citizens of the United States and of the insular possessions of the United States of not less than 18 years of age, who, by enlisting or being appointed therein, or being assigned or transferred thereto from the regular Marine Corps or from the Reserve established under prior laws, obligate themselves to serve in the Marine Corps in time of war or during the existence of a national emergency declared by the President. It may also include enlisted men who were serving in the regular Marine Corps on July 1, 1925, who were not citizens of the United States or of the insular possessions thereof, but who had completed not less than eight years' naval service on that date. (See art. 13-54 (3).) (C. M. C. M. 5.)

13-3

Mission.—The mission of the Marine Corps Reserve is to provide a trained force of officers and men available to serve as reinforcements to the regular Marine Corps in time of war or national emergency.

Section 2.—DEFINITIONS

13-6

(1) *Officers.*—This term, wherever it appears in this chapter, includes commissioned officers and warrant officers, unless otherwise indicated by the context.

(2) *Enlisted men and enlisted reservists.*—By these terms are meant all men in grades corresponding to those of enlisted men of the regular Marine Corps, irrespective of whether the reservists so designated entered the reserve by enlistment, assignment, or transfer, unless otherwise indicated by the context.

(3) *Prior laws.*—This term refers to the act of August 29, 1916, and subsequent amendments thereof and additions thereto.

(4) *Old reserve.*—This term refers to the reserve created by the act of August 29, 1916.

(5) *New reserve.*—This term refers to the reserve created by the act approved February 28, 1925.

(6) *Fleet Reserve Company A.*—This term refers to a company organized under authority of the Major General Commandant with a specific strength and composition. A Fleet Reserve Company A is uniformed and equipped, performs drills for which pay is allowed, and attends training camps as a unit. Its officers are assigned by the Major General Commandant. (C. M. C. M. 1 and 5.)

(7) *Fleet Reserve Company B.*—This term refers to a company whose organization is similar to that described in paragraph (6), but for which normally no drill pay is allowed. (C. M. C. M. 1 and 5.)

Section 3.—CLASSES

13–10

(1) *Classification.*—The Marine Corps Reserve is divided into the Fleet Marine Corps Reserve and the Volunteer Marine Corps Reserve.

(2) *The Fleet Marine Corps Reserve* is further subdivided into the following classes:

Class I. Officers assigned thereto.

Class II. (*a*) Enlisted men of the former Marine Corps Reserve who were transferred thereto after 16 years' naval service and who are transferred to the Fleet Marine Corps Reserve under the provisions of the act approved February 28, 1925.

(*b*) Enlisted men who served in the regular Marine Corps prior to July 1, 1925, who were either in the regular Marine Corps or Marine Corps Reserve on that date, or who reenlist with continuous service after that date, and thereafter transfer to the Marine Corps Reserve after 16 years' naval service in accordance with the provisions of article 13–54.

(*c*) Enlisted men of the old Marine Corps Reserve who were transferred thereto after 20 years' naval service and who are transferred to the Fleet Marine Corps Reserve under the provisions of the act approved February 28, 1925.

(*d*) Enlisted men who served in the regular Marine Corps prior to July 1, 1925, who were either in the regular Marine Corps or Marine Corps Reserve on that date, or who reenlist with continuous service after that date, and thereafter transfer to the Marine Corps Reserve after 20 years' naval service in accordance with the provisions of article 13–54.

(*e*) Enlisted men who first enlist in the Marine Corps on or after July 1, 1925, or who reenlist with broken service on or after that date, and transfer to the Marine Corps Reserve after 20 years' naval service in accordance with the provisions of article 13–54.

Class III. Assigned men, consisting of men who have served at least one enlistment in the regular Marine Corps, and who, prior to their discharge, have obligated themselves to serve four years in the Fleet Marine Corps Reserve on the termination of such enlistment and have been assigned to the Fleet Marine Corps Reserve for that period.

Class IV.—(*a*) Men who enlist in the Fleet Marine Corps Reserve, or are assigned thereto with their own consent. (C. M. C. M. 5.)

(3) *The Volunteer Marine Corps Reserve* consists of officers assigned thereto, and men who are enlisted therein or transferred thereto. It comprises:

Class V. Officers.

Class VI. Enlisted men. (C. M. C. M. 5.)

Section 4.—GENERAL

13-15

(1) *Eligibility for membership.*—(*a*) The Marine Corps Reserve shall be composed of male citizens of the United States, not less than 18 years of age, except as provided in articles 13-2 and 13-54 (3).

(2) Members of the Naval Militia of a State, Territory, or the District of Columbia serving as marines may enlist in the Marine Corps Reserve.

(3) Persons who have claims pending for or are receiving compensation or vocational training from the Veterans' Bureau, or pensions, are not eligible for membership in the Marine Corps Reserve.

13-16

Membership in other naval or military organizations.—No member of the Marine Corps Reserve shall be a member of any other naval or military organization, State or Federal, except the Naval Militia.

13-17

Employment in civil branches of the public service authorized.—Members of the Marine Corps Reserve are authorized to accept employment in any civil branch of the public service and to receive the pay and allowances incident to such employment in addition to any pay and allowances to which they may be entitled as members of the reserve.

13-18

Reservists in Government employ entitled to leave for training.—All officers and employees of the United States or of the District of Columbia, who are members of the Marine Corps Reserve, shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating, on all days during which they are employed, under orders, on training duty for periods not to exceed fifteen days in any one calendar year. This leave shall be in addition to any leave of absence with pay authorized by other provisions of law.

13-19

(1) *Continuous-service benefits.*—Enrolled men of the old Marine Corps Reserve transferred by section 1 of the act approved February 28, 1925, to the

new Fleet Marine Corps Reserve, who had enrolled in the old Fleet Marine Corps Reserve within four months from the date of their discharge from the regular Marine Corps, and who reenlist in the regular Marine Corps within three months from the date of their discharge from the Fleet Marine Corps Reserve, shall be entitled to the same benefits as if they had reenlisted in the regular Marine Corps within three months of their last discharge therefrom.

(2) Enlisted men of the regular Marine Corps assigned to class III of the reserve, and enlisted men who, within three months from date of discharge from the regular Marine Corps, upon completion of a 4-year enlistment, enlist in the Marine Corps Reserve, may, while in the Marine Corps Reserve, be permitted to reenlist in the regular Marine Corps, in which case they shall be entitled to the same benefits as if they had enlisted in the regular Marine Corps within three months of their last discharge therefrom.

(3) The benefits referred to in (1) and (2) are statutory benefits and do not extend to restoration to the rank held upon discharge from the regular Marine Corps. Such restoration upon reenlistment will be governed by general instructions and by special instructions in individual cases, issued by the Major General Commandant.

13–20

Appointment of midshipmen from enlisted men.—The Secretary of the Navy may appoint not more than 25 midshipmen in any one year to the Naval Academy from the enlisted men of the Naval Reserve and the Marine Corps Reserve under similar conditions as prescribed by law for appointments from enlisted men of the Navy. (Sec. 8, act approved February 28, 1925.)

13–21

Requirements for appointment as midshipmen.—Only those enlisted men of the Marine Corps Reserve who meet the following requirements will be selected as a result of a competitive examination for appointments as midshipmen:

(*a*) Must be citizens of the United States who are not more than 20 years of age on April 1 of the year in which appointed.

(*b*) Must have been in the Marine Corps Reserve at least one year by June 1 of the year it is desired to enter. In this computation, service in the Marine Corps and Naval Reserve, in the regular Navy, and in the regular Marine Corps shall be credited.

(*c*) Must have maintained efficiency by attending drills or have undergone training while in the Marine Corps Reserve.

(*d*) Must have a good record.

(*e*) Must submit application prior to January 15 of the year in which appointed. This application should be forwarded to the Major General Commandant via the reserve area Commander. Transcript from service-record book and report of physical examination on Bureau of Medicine and Surgery Form Y in duplicate should be attached to the application.

(*f*) Must be recommended by their reserve area commander. No other recommendations are necessary.

(*g*) Must take a competitive examination which is held on the third Wednesday in April of each year and is the regular examination given to candidates nominated for appointment as midshipmen.

(*h*) Must meet the same mental and physical requirements as are required of other candidates for midshipmen. Regulations governing the admission of candidates into the Naval Academy as midshipmen and sample examination papers may be obtained upon application through official channels to the Major General Commandant.

13-22

Militia.—The Major General Commandant will specify the standard for the organization, administration, and training of marine companies of the Naval Militia.

13-23

Identification cards.—Upon entering the Marine Corps Reserve by appointment, enlistment, transfer, or assignment reservists will be furnished with a Marine Corps Reserve identification card. This card will be prepared and signed by the officer who completes the reserve papers. The card of a reservist who enters the reserve for a definite period of time will show the dates covering this period. Where practicable, the reservist should sign this card in the presence of the issuing officer.

Section 5.—APPOINTMENTS AND ENLISTMENTS

13-25

APPOINTMENT OF OFFICERS

(C. M. C. M. 4.)

(1) *Appointment as commissioned officer, Marine Corps Reserve.*—Former officers of the Marine Corps may be commissioned in the rank last held by them in the regular service. Former officers of the Marine Corps Reserve may be commissioned in the rank not above captain formerly held by them in the Marine Corps Reserve. All other appointments will be in the rank of second lieutenant. Candidates, other than former officers of the Marine Corps, must:

(*a*) In the case of former officers of the Marine Corps Reserve be not over 30 years of age for appointment as second lieutenant; be not over 33 years of age for appointment as first lieutenant; or be not over 35 years of age for appointment as captain.

In the case of former noncommissioned officers of the Marine Corps having 18 months' service as such be not over 30 years of age.

In all other cases be over 18 and not over 28 years of age.

(*b*) Be qualified for commission as established by record, standing in his community, character, appearance, manner and bearing, and capacity for leadership.

(*c*) Present satisfactory evidence of educational qualifications. The examining board must be convinced from evidence that the candidate is proficient in the following subjects: Spelling, grammar, composition and rhetoric, United States history, general history, geography, arithmetic, algebra, geometry, and plane trigonometry.

(*d*) Have the physical qualifications prescribed for officers of the regular Marine Corps. Those applying for aviation assignment must pass the required flight examination as given by a naval flight surgeon.

(*e*) In addition to the above, meet one of the following requirements:

1. Have had active service for at least three months as a commissioned officer of the line in the Army, Navy, or Marine Corps, regular or reserve.

2. Have had actual training for at least 60 days as an officer in the reserve of the Army, Navy, or Marine Corps, or in the National Guard.

3. Have had at least one year's service as a noncommissioned officer in the Fleet Marine Corps Reserve and have attended at least two camps of instruction in that capacity, and have been recommended by the company commander, inspector-instructor, and reserve area commander.

4. Have graduated from the United States Naval Academy, the United States Military Academy, or the United States Coast Guard Academy.

5. Have satisfactorily completed the senior division course in the Army Reserve Officers' Training Corps, or have satisfactorily completed the four years' training prescribed for essential military schools (junior division, Army Reserve Officers' Training Corps), and in addition have completed satisfactorily the summer-camp training prescribed for advanced-course students of the senior division of the Army Reserve Officers' Training Corps.

6. Have satisfactorily completed the four years' course prescribed in the Naval Reserve Officers' Training Corps.

7. Have had at least 18 months' service as a noncommissioned officer in the Marine Corps.

8. Have satisfactorily completed training as a pilot in commercial aviation and received a Department of Commerce transport pilot's license and be able to meet the requirements prescribed by law for a naval aviator, or have satisfactorily completed both primary and advanced flight training leading to designation as a naval aviator in the Navy, Naval Reserve, Marine Corps, or Marine Corps Reserve, or have successfully completed flight training in the United States Air Corps, leading to designation as an airplane pilot.

9. Have successfully completed one of the basic correspondence courses as given by the Army or Marine Corps.

10. Be a graduate, with a degree of bachelor of arts, bachelor of science, or civil engineer, of a college or university which is on the approved list of the Regional Accrediting Association or on the approved list of the Association of American Universities, under 25 years of age, who, although without the military experience and training required for appointment in the reserve, can and will, in the opinion of the examining board, qualify professionally by taking annual training and one of the basic correspondence courses.

(2) All applicants will be required to furnish evidence of their moral character in the form of letters of recommendation from at least five reputable business or professional men who have known them since their separation from the military or naval service, or during the formative periods of their lives; except that this provision is waived in the cases of those appointed within one year after their separation from the military or naval service and may, at the direction of the Major General Commandant, be waived in the cases of those whose separation from the service is of a period greater than one year.

(3) Officers in the grade of second lieutenant, Marine Corps Reserve, after three years from date of appointment shall have their records examined by an examining board to determine their moral and professional fitness. The examining board shall recommend the retention or the discharge of the officer.

(4) Each officer appointed will be commissioned in the Marine Corps Reserve and assigned to the Fleet or Volunteer Marine Corps Reserve by the Major General Commandant, such appointment to be effective upon the date of execution of acceptance and oath of office.

(5) *Warrant officers* may be appointed from noncommissioned officers of the reserve and from civil life and will be required to pass a physical examination and present satisfactory evidence of their moral, mental, and professional qualifications. As evidence of moral character it will be necessary to furnish five letters from reputable citizens as to character of the candidate. The mental and professional qualifications required will be as prescribed in article 2–21 (3).

(6) *Examinations.*—All accepted applications for appointment in the Marine Corps Reserve will be referred to an examining board for examination and recommendation. The examination will cover all qualifications, including moral and physical.

ENLISTMENTS, REENLISTMENTS, AND EXTENSIONS

13–26

(1) *Term of enlistment, and extensions thereof.*—The term of enlistment or reenlistment in the Marine Corps Reserve is four years. The enlistment or reenlistment may be extended for a term of one, two, three, or four years, in accordance with the regulations governing extensions of enlistment in the regular Marine Corps.

(2) *Evidence as to qualifications and character.*—Prior to enlistment or reenlistment applicants must furnish satisfactory evidence as to qualifications and character. No man will be enlisted or reenlisted in the Marine Corps Reserve whose last enlistment in the Army, Navy, or Marine Corps was terminated under other than honorable conditions, except with the prior approval of the Major General Commandant. (C. M. C. M. 1.)

(3) *Physical requirements.*—The physical requirements for enlistment in or assignment to the Fleet Marine Corps Reserve will be the same as those pre-

scribed for enlistment in the regular Marine Corps. The physical requirements for enlistment in the Volunteer Marine Corps Reserve will be the same as for the Fleet Marine Corps Reserve, but, in the case of applicants whose physical defects are not such as to prevent them from performing limited duty on shore in the United States, waivers may be granted. Physical examinations may be conducted by either medical officers of the regular Navy or Naval Reserve. (C. M. C. M. 1.)

(4) *Age limit.*—To be acceptable for first enlistment in the Fleet Marine Corps Reserve, applicants must be not less than 18 nor more than 35 years of age. For the Volunteer Marine Corps Reserve the age limit is the same, but in cases where the applicant has served honorably in the regular Marine Corps, and in exceptional cases, the age limit may be waived by the Major General Commandant. In no case will a man be accepted who is over 60 years of age. Applicants under 21 years of age must furnish the written consent of their parents or guardians. This consent must be unqualified (C. M. C. M. 1.)

(5) *Requests for waivers* of physical defects or age limit will be forwarded to the Major General Commandant.

(6) *Information to be furnished by applicants.*—All applicants for enlistment in the Marine Corps Reserve will be required to furnish the same information, which will be recorded in the same manner, as is required for enlistment in the regular Marine Corps. (C. M. C. M. 1.)

(7) *Detail for aviation duty.*—Men possessing aviation qualifications may, with the approval of the Major General Commandant, be detailed for aviation duty. Prior to such detail they must submit evidence of their qualifications, which will be forwarded to the Major General Commandant for consideration. Upon detail, the notation "Detailed for aviation duty" will be entered in their service-record books, followed by reference to the authority and verified by the signature of the commanding officer. Such detail will be subject to revocation by the Major General Commandant.

(8) *Reenlistments limited.*—After the expiration of three months from date of discharge, men will be reenlisted only if less than 35 years of age, unless in special cases, the age limit is waived by the Major General Commandant.

(9) *Reappointment to rank above that of private upon reenlistment.*—Enlisted men above the rank of private who reenlist in the Marine Corps Reserve will be reappointed, upon reenlistment in the reserve, to the rank and kind of warrant held when discharged. Honorably discharged enlisted men of the regular Marine Corps who enlist in the Marine Corps Reserve will be appointed to the rank and kind of warrant held upon discharge. (C. M. C. M. 4.)

(10) Former marines discharged on dependency grounds may be enlisted in the Marine Corps Reserve without reference to Marine Corps Headquarters, provided they are qualified in every other respect.

(11) The consent of wife or waiver of marriage by the Major General Commandant is not required for enlistment in Classes IV or VI or assignment to Class III of the reserve.

(12) *Home address.*—The home address of a reservist at time of enlistment or reenlistment will be entered on the left margin of his enlistment contract. This is in addition to the address of next of kin. (C. M. C. M. 1.)

13–27

(1) *Eligibility for Class IV.*—The following are eligible for enlistment in Class IV of the reserve:

(*a*) Men who have completed a minimum of one year in any branch of the Regular Army, Navy, or Marine Corps, or who have had equivalent military training, and members of the Naval Militia.

(*b*) Men without previous military experience who enlist in a Fleet Reserve company. (C. M. C. M. 1.)

(2) *Eligibility for Class VI.*—Men with or without military experience are eligible for enlistment in Class VI of the reserve.

13–28

(1) *Forwarding of enlistment contracts, service-record books, and health records.*—All enlistment contracts will be forwarded to the Adjutant and Inspector. Service-record books and health records will be forwarded to the area commander of the reserve area in which the reservists concerned reside. In the case of a reservist attached to a Fleet Reserve company, his service-record book and health record will be forwarded to the commanding officer of such unit, through the area commander concerned. (C. M. C. M. 1.)

(2) *Muster and pay cards.*—When transferring men to Class II or assigning men to Class III of the reserve, commanding officers will prepare and forward muster and pay cards (Forms N. M. C. 770 and 770a) in accordance with the instructions printed thereon. Such cards need not be prepared for men enlisting in Classes IV and VI.

Section 6.—RANK, PROMOTION, AND REDUCTION

13–35

Rank and grades authorized.—There will be allowed in the reserve the various ranks, grades, and ratings corresponding to those in the regular Marine Corps, but not above the rank of major, except that a small percentage of officers, who may be required in higher grades or ranks for the recruiting, organization, administration, training, inspection, and mobilization of the reserve, may be commissioned in the grades of lieutenant colonel, colonel, and brigadier general. The same proportion of officers in each commissioned grade, up to and including the rank of major, is allowed for the reserve as for the regular Marine Corps. No demotions will be made as a result of computations. The total number of commissioned reserve officers authorized is 1,034. (C. M. C. M. 1 and 4.)

13-36

All commissioned officers will be line officers.—They may be detailed for aviation duty, or for duty in any of the staff departments.

13-37

Appointment of officers.—Persons appointed to commissioned grades in the reserve will be commissioned by the President alone and those appointed to warrant grades will be warranted by the Secretary of the Navy. (C. M. C. M. 1.)

13-38

(1) *Rank and precedence.*—Commissioned officers of the same rank and warrant officers in the Naval Reserve and the Marine Corps Reserve shall take precedence among themselves by date of commission or warrant. Officers of the same date of commission or warrant shall take precedence according to the number of the commission or warrant. Commissioned officers of the same rank and warrant officers in the Naval Reserve Force and the old Marine Corps Reserve who are transferred to the Naval Reserve or the new Marine Corps Reserve in accordance with the provisions of the act approved February 28, 1925, shall take precedence among themselves and with other officers of the Naval Reserve and the Marine Corps Reserve according to the dates of the commissions, warrants, or provisional assignments of rank or grade held by them at the time of transfer, except that such officers, who were transferred to the Naval Reserve Force or the old Marine Corps Reserve from the National Naval Volunteers, if they have not been separated from the Naval Reserve Force or the old Marine Corps Reserve for more than four months since said transfer, shall take precedence among themselves and with other officers of the Naval Reserve and the Marine Corps Reserve according to the date of the commissions or warrants held by them on the active lists of the Naval Militia at the time of their enrollment in the National Naval Volunteers, or, if subsequently promoted in the National Naval Volunteers, according to the dates of said promotions. Former officers of the Navy, Marine Corps, or Coast Guard, who, within four months of their separation therefrom, enrolled in the Naval Reserve Force or in the old Marine Corps Reserve in the same ranks or grades last held by them in the Navy, Marine Corps, or Coast Guard, and who are transferred to the Naval Reserve or the new Marine Corps Reserve in the said ranks or grades pursuant to the act approved February 28, 1925, and such former officers of the Navy, Marine Corps, or Coast Guard who may after July 1, 1925, within the same period, be appointed in the Naval Reserve or the Marine Corps Reserve in the same ranks or grades as last held by them in the Navy, Marine Corps, or Coast Guard, shall take precedence among themselves and with other officers of the Naval Reserve and the Marine Corps Reserve according to the dates of the commissions or warrants held by them in the Navy, Marine Corps, or Coast Guard when separated therefrom. (C. M. C. M. 1.)

(2) In time of peace officers of the Naval Reserve and the Marine Corps Reserve shall take precedence with but after officers of the same rank or grade in the regular Navy and Marine Corps. When mobilized with the regular Navy and Marine Corps for war or national emergency, officers of the Naval Reserve and the Marine Corps Reserve shall, for the duration of the war or national emergency, take precedence after the junior of their respective ranks or grades in the regular Navy and Marine Corps on date of such mobilization. Officers of the Naval Reserve of and above the rank of lieutenant commander who are selected for advancement in accordance with the provisions of section 17 of the act approved February 28, 1925, shall, when so advanced, take precedence during the then existing war or national emergency with officers of the regular Navy and Marine Corps of the same rank or grade in accordance with the dates stated in their commissions.

13–39

(1) Rescinded. (C. M. C. M. 1.)
(2) Rescinded. (C. M. C. M. 1.)
(3) Rescinded. (C. M. C. M. 3.)

13–40

(1) *Rank on transfer or assignment from the regular Marine Corps to the reserve.*—Transfers of enlisted men of the regular Marine Corps to the Fleet Marine Corps Reserve upon completion of 16 years' naval service or after the completion of 20 years' naval service will be with the rank and kind of warrant actually held on date of transfer. (C. M. C. M. 4.)

(2) Enlisted men assigned from the regular Marine Corps to Class III of the Fleet Marine Corps Reserve will be assigned to the rank and kind of warrant actually held on date of discharge. (C. M. C. M. 4.)

13–41

(C. M. C. M. 4)

(1) *Promotion of commissioned officers.*—In time of peace every officer in the Marine Corps Reserve below the rank of lieutenant colonel will have a running mate in the regular service for the purpose of determining the time that such reserve officer shall become eligible for consideration for promotion. A reserve officer will become eligible for consideration for promotion when his running mate becomes eligible for promotion.

The running mate of a reserve officer will be the junior officer of the same rank in the regular service whose date of rank is the same as the date of rank of the reserve officer, or, should there be none of the same date of rank, the junior regular officer of next prior date of rank.

(2) *Examination for promotion.*—When an officer of the reserve becomes due for promotion in accordance with paragraph (1), he will be examined by an examining board as to his professional, mental, moral, and physical qualifica-

tions in the same manner and under the same procedure as provided for officers in the regular service.

If the examining board finds the officer qualified and the recommendation of the board is approved by the Major General Commandant, he will be promoted to the next higher grade.

If the reserve officer fails to qualify professionally before the examining board, he shall be suspended from promotion for one year and shall lose four numbers if a captain, six numbers if a first lieutenant, and eight numbers if a second lieutenant on the lineal list of the Marine Corps Reserve. His running mate will then be the same regular officer as that of the reserve officer who is next senior to him on the lineal list of the reserve. If a reserve officer fails physically to qualify before the examining board, he will be honorably discharged or placed on the honorary retired list. If a reserve officer fails to qualify morally, he will be discharged from the Marine Corps Reserve.

When a reserve officer who has once failed to qualify professionally for promotion again becomes eligible for consideration for promotion in accordance with paragraph (1), subject to the provisions of the preceding paragraph, he will again be examined by an examining board as to his professional, mental, moral, and physical qualifications.

If this second examining board finds the reserve officer qualified for promotion and if the recommendation of this board is approved by the Major General Commandant, he will be promoted to the next higher grade.

If the reserve officer fails to qualify professionally, mentally, or physically before this second examining board, he may be honorably discharged from the Marine Corps Reserve. If he fails morally, he will be discharged.

(3) The following professional qualifications for promotion in time of peace are prescribed.

(*a*) *For promotion from second lieutenant to first lieutenant:*

1. The successful completion of the basic course in the Marine Corps or Army correspondence schools in the branch to which assigned for training, or in successive years the Marine Corps Reserve officers' basic course.

2. Or one year's service with a Marine Corps Reserve company and attendance at one training camp.

3. Or continuous service on active duty for one year.

4. Or presentation to the board of acceptable reasons for not being able to qualify under the provisions of subparagraphs 1, 2, and 3 above and demonstration of qualifications for promotion otherwise.

(*b*) *For promotion from first lieutenant to captain:*

1. The successful completion of the company officers' course in the Marine Corps or Army schools or the company officers' course in the Marine Corps or Army correspondence schools in the branch to which assigned for training, or in successive years the completion of the Marine Corps Reserve company officers' course at the annual training camps.

2. Or service as a first lieutenant with a Marine Corps Reserve company for two successive years and attendance at not less than two annual training camps of the Marine Corps Reserve.

3. Or continuous service on active duty for at least two years as a first lieutenant.

(*c*) ***For promotion from captain to major:***

1. The successful completion of the field officers' course in the Marine Corps schools or equivalent Army schools, or the advanced course of the Marine Corps or Army correspondence schools in the branch to which assigned for training, and in successive years the successful completion of the Marine Corps Reserve officers' advanced course at the annual training camps.

2. Or successful service as a captain with a Marine Corps Reserve company for six years and attendance as a captain at the annual training camp of the Marine Corps Reserve for at least three years.

3. Or continuous service on active duty for at least three years and successful completion of the advanced course of the Marine Corps or Army correspondence schools in the branch to which assigned for training.

(*d*) ***For promotion from major to lieutenant colonel*** and from lieutenant colonel to colonel regardless of branch to which assigned: The successful completion of the field officers' course in the Marine Corps schools or equivalent Army schools or the command and general staff course of the Marine Corps or Army correspondence schools (omitting subcourses 7, 8, and 9).

(*e*) Officers for the instruction of whom in their specialities no suitable correspondence course is available are required to successfully complete the appropriate Infantry course.

(4) (*a*) Any officer of the Marine Corps Reserve, while performing duty with a Fleet Reserve organization or while on active duty, may be commissioned in a higher grade appropriate to the duty performed (irrespective of his position on the lineal list of the Marine Corps Reserve), at the discretion of the Secretary of the Navy, provided such officer is qualified under the provisions of paragraph (3) above.

(*b*) An officer who has been advanced in rank in accordance with subparagraph (*a*) may be discharged from the Marine Corps Reserve upon the termination of the duty for which he was appointed and may be recommissioned in the Marine Corps Reserve in such grade and with such date of rank as the Secretary of the Navy shall direct, but will not be so discharged if he has completed three years' satisfactory service in the rank.

(5) (*a*) An officer or a civilian with the necessary military experience, assigned to or selected for duty by the Major General Commandant in connection with the recruiting of volunteers or the organization, administration, or training of active Reserve organizations, may be appointed and commissioned or recommissioned in a grade appropriate to the duty to which assigned, provided he is physically qualified.

(*b*) An officer who has been first appointed in the Marine Corps Reserve or advanced in grade in accordance with subparagraph (*a*), upon relief from the duty for which he was commissioned, may be discharged and may be recommissioned in the Marine Corps Reserve with such grade and with such date of rank as the Secretary of the Navy shall direct, provided that he will not be so discharged if he has satisfactorily completed four years of such duty. (C. M. C. M. 5.)

13-42

Examining boards.—Examinations for appointment or promotion of officers of the Marine Corps Reserve shall be conducted by boards appointed by the Major General Commandant and in accordance with instructions issued by that officer, who is authorized to act on the reports of such boards.

13-43

(1) *Promotion of enlisted men.*—The following are authorized to make probationary appointments of noncommissioned officers to fill vacancies in complements:

(*a*) Reserve area commanders in Fleet Reserve companies A.

(*b*) Reserve area commanders in aviation units, casual companies, and other units not specified in this article, as may be authorized by the Major General Commandant.

(*c*) Regimental commanders in their regiments, as may be authorized by the Major General Commandant. (C. M. C. M. 1 and 5.)

(2) Promotions in the enlisted grades of the Marine Corps Reserve will be governed by the same regulations as apply to similar promotions in the regular Marine Corps. (C. M. C. M. 1.)

(3) In time of war or national emergency enlisted men of the Marine Corps Reserve employed on active duty will be promoted under the same regulations as those applying to enlisted men of the regular Marine Corps.

(4) When enlisted men of Class III, Marine Corps Reserve, are ordered to active duty and are found to be satisfactory in the rank in which they serve, on return to inactive-duty status they may be retained in the grade held while on active duty. (C. M. C. M. 4.)

Section 7.—ADMINISTRATION

General Provisions

13–50

(1) *The Major General Commandant.*—The Marine Corps Reserve will be administered by the Major General Commandant in the same manner, so far as practicable, as the regular Marine Corps.

(2) *Territorial organization.*—The United States is divided into reserve areas, each corresponding geographically and in name to the recruiting divisions of the Marine Corps. A reservist whose residence is without the continental limits of the United States will be attached to the reserve area the headquarters of which is most accessible by mail and passenger route.

(3) *Reserve area commanders.*—Reserve area commanders will be assigned by the Major General Commandant and will be the commanding officer of all reservists residing within their areas, except those attached to a reserve organization of a marine barracks. (C. M. C. M. 1.)

(4) *Duties of reserve area commanders.*—The duties of the reserve area commanders in connection with the reserve will be, so far as practicable, the same as the duties of post commanders in the regular Marine Corps. In the performance of these duties, they will be assisted by the recruiting personnel.

(5) *Official designation of officers and men.*—In official correspondence the names and titles of officers and men of the Marine Corps Reserve will be followed by the letters "USMCR."

RECORDS AND REPORTS

13–51

(1) *Officers' records.*—The records of all reserve officers will be kept at Headquarters of the Marine Corps in the same manner as the records of regular officers.

(2) *Fitness reports of officers.*—(*a*) Fitness reports will be rendered annually as of March 31 by reserve area commanders on all reserve officers within their areas who are not attached to Fleet Reserve companies or Aviation Reserve squadrons. In the case of officers attached to Fleet Reserve companies or Aviation Reserve squadrons, reserve area commanders will submit fitness reports in the same manner as prescribed for officers of the regular Marine Corps.

(*b*) In addition to the above, fitness reports will be rendered, via the reserve area commander to which the reserve officer is attached, by commanding officers under whom training or other active duty is performed. (C. M. C. M. 4.)

(3) *Muster rolls.*—Muster rolls will be submitted by all reserve organizations in accordance with the instructions for the regular Marine Corps. Fleet and Volunteer Reserve companies will render muster rolls monthly, other organizations semiannually. All reserve muster rolls will be submitted through the reserve area commanders. (C. M. C. M. 1.)

(4) *Service-record books.*—New service-record books will be prepared for all men who join the Marine Corps Reserve by assignment or enlistment. When a man is transferred to Class II of the reserve a new service-record book will not be prepared, but a notation of such transfer, showing the date thereof and authority therefor, will be entered in the service-record book covering his current enlistment in the regular Marine Corps, and the book forwarded to the proper reserve area commander. Service-record books will be kept by commanding officers of organizations submitting muster rolls in accordance with the instructions for the regular Marine Corps, except that in the cases of reservists attached to Fleet or Volunteer Reserve companies markings will be awarded semiannually and upon transfer from the organization. In all other cases markings will be awarded only upon separation from the service and upon termination of each period of training or active duty.

Service-record books of all assigned men will be prepared in the same manner as for enlistment in the regular Marine Corps, with the following exceptions: On page headed " Professional and conduct record," line 1, columns 1, 2, 3, and 4, will be completed and the following entry made and authenticated by the signature of the commanding officer: "Assigned Class III, USMCR." When the old service-record book of a man entering Class III shows any of the following qualifications, they will be entered on page 15 of the new service-record book under " Special qualifications ":

Cook, first, second, or third class.
Gun pointer.
Automatic rifle qualification.

Rifle qualification.
Pistol qualification.
Machine gun qualification.
Clerk.
Truck driver.
Any other qualification which might be deemed appropriate for use in making future assignments.

The service-record book will be prepared by the commanding officer at the post of discharge from the regular Marine Corps and forwarded direct to the proper reserve area commander. The commanding officer at post of discharge will enter the future home address on last page of service-record book. Changes of address will be entered on the same page. (C. M. C. M. 1.)

(5) *New health records* for members of the Marine Corps Reserve will be prepared at the time of entry into the reserve and kept in the same manner in all respects (entry, promotion, active duty, active-duty training, death, etc.) as for members of the regular Marine Corps. Health records of members of units of the reserve will be kept at the headquarters of such units, and those of all other members of the reserve will be kept at the headquarters of the reserve area to which the reservists concerned belong.

(6) *Monthly report of strength and distribution.*—A monthly report of strength and distribution by rank will be made to the Adjutant and Inspector by each organization commander submitting muster rolls. The reports will be submitted through the reserve area commander, except that the consolidated reports (C. M. C. M. 1.)

(7) *Change of address.*—Reservists will report any change in home address to their reserve area commanders, who will notify the Adjutant and Inspector, the Paymaster, and the organization commander of such change. If change of address is permanent and within the limits of another reserve area, the commanding officer will transfer the staff returns and all records of the reservist to the headquarters of the area to which transferred. He will notify the reservist and will report the transfer, together with the new address, on Form N. M. C. 312. (C. M. C. M. 4.)

(8) *Report of disability.*—A reservist who is incapacitated for any reason for active duty will report the circumstances to his reserve area commander, who will forward such report with his recommendations to the Major General Commandant.

(9) *Leaving the United States.*—Reservists intending to leave the United States, or to change their residence or status in any way, which may render them unavailable for call, are required to report the fact and the probable duration of the absence from the United States, or the unavailability, to the reserve area commander. Discharge of such reservists may be effected if the absence or other unavailability be sufficiently prolonged to warrant it.

(10) *Deaths.*—Upon receipt of notification of the death of a member of the reserve on inactive duty, the area or unit commander concerned will, if possible, procure a death certificate from the authorities of the locality where the death occurred and forward it to the Adjutant and Inspector. When a reserv-

ist dies, while on active duty, the same procedure will be followed as in cases of death in the regular Marine Corps, except as modified by article 13-73 (9).

13–52

Rescinded. (C. M. C. M. 4.)

ASSIGNMENTS

13–53

(1) *Eligibility and procedure.*—Any enlisted man, a citizen of the United States, may obligate himself to serve four years in the Marine Corps Reserve from the termination of his enlistment in the regular Marine Corps. The obligation contract will be prepared on Form N. M. C. 321f and forwarded to the Adjutant and Inspector. Notation of such obligation with the date will be made on the bottom of page 1 of the service-record book, as follows: "Obligated for reserve (date)." When discharged honorably upon expiration of enlistment, or within three months thereof, and if physically qualified, a man who has so obligated himself will be assigned to Class III of the Fleet Marine Corps Reserve. The assignment order will be signed by the man's commanding officer on Form N. M. C. 895, effective on the day after discharge and delivered upon discharge. Copies of the assignment order will be forwarded to the Adjutant and Inspector, the Paymaster, and to the commander of the reserve area to which he is assigned. The following notation will be entered on the discharge certificate under "Remarks" over the signature of the commanding officer: "Assigned to Class III, Fleet Marine Corps Reserve, for four years from (date)." (See art. 13–28 as to muster and pay cards and art. 13–51 (4) and (5) as to service record books and health records.) (C. M. C. M. 1.)

(2) *Assignment for aviation duty.*—Men upon assignment to Class III from aviation units may, on their request and if qualified, be detailed by the commanding officer to aviation in the reserve. Notation will be made of such detail on the assignment order (Form N. M. C. 895), but not on the obligation contract. Such detail, will be subject to revocation by the Major General Commandant.

(3) *Obligation no bar to reenlistment or extension of enlistment.*—Enlisted men who have obligated themselves to serve four years in the Fleet Marine Corps Reserve but who desire to reenlist or extend their enlistments in the regular Marine Corps may be permitted to do so, in which event their obligation to serve in the Fleet Marine Corps Reserve will be canceled; but in no case will the cancellation be made until the man has reenlisted or extended his enlistment. However, should such men subsequently while serving in an extension of enlistment or reenlistment period desire to again obligate themselves to serve in the Fleet Marine Corps Reserve they may be permitted to do so. (C. M. C. M. 4.)

(4) *Men to be informed of benefits of service in the reserve.*—Prior to the closing of staff returns for discharge, upon expiration of enlistment, commanding

officers will assure themselves that the men concerned have been thoroughly informed of the benefits to be derived by serving in the Marine Corps Reserve. (See art. 13-19.)

(5) If within three months a member of Class III is discharged from the reserve, the amount of the advance payment made to him will be withheld from the enlistment allowance or otherwise refunded.

(6) In order that the disbursing officer paying the enlistment allowance will have the necessary information to effect checkage, the recruiting officer who reenlists the man will furnish the assistant paymaster concerned and the commanding officer of the post to which the man is transferred the following information:

Name, rank, class in the reserve, date of last discharge from regular Marine Corps, and date of discharge from the Marine Corps Reserve.

(7) If the checkage is to be made from the enlistment allowance on Form N. M. C. 424, the letter will be submitted together with this form to the proper disbursing officer, who will make the checkage thereon. If the refund is to be made against the enlistment allowance by checkage on pay roll where first taken up for pay, the above information should be contained thereon, and in addition the complete service record of the man concerned, with all reserve service, stating class and duration of active and inactive service.

TRANSFERS TO THE RESERVE CLASS II (*b*), (*d*), AND (*e*)

13-54

(1) *Transfers to Class II (b) and (d).*—Enlisted men serving in the regular Marine Corps on July 1, 1925, or who, having been discharged therefrom, reenlist in the regular Marine Corps within three months from date of discharge, or who are serving in old reserve on July 1, 1925, in an enrollment entered into within four months from the date of their discharge from the regular Marine Corps and thereafter reenlist in the regular Marine Corps within three months from the date of their discharge from the Marine Corps Reserve, shall be entitled to be transferred to the Fleet Marine Corps Reserve on the completion of 16 or more years' naval service.

(2) *Transfers to Class II (e).*—Men who enlist in the regular Marine Corps after July 1, 1925, except as provided in the preceding paragraph, may be transferred to the Fleet Marine Corps Reserve only upon the completion of at least 20 years' naval service and provided they are then found physically and otherwise qualified to perform duty in time of war and apply for such transfer.

(3) *Exception to requirement as to citizenship.*—Any enlisted man serving in the regular Marine Corps on July 1, 1925, who is not a citizen of the United States and who on that date has completed not less than eight years' naval service, shall be deemed eligible for transfer to Class II in the Fleet Marine Corps Reserve upon completion of the minimum amount of service required for such transfer.

(4) *Applications for transfer.*—Commanding officers will indorse the following information on all applications for transfer to Class II of the Fleet Marine Corps Reserve:

(*a*) Rescinded. (C. M. C. M. 2.)
(*b*) Time lost during current enlistment under G. O. 155.
(*c*) Any extraordinary heroism which occurred during current enlistment.
(*d*) In the case of a man with 20 or more years' service, the average marking in conduct during current enlistment. (C. M. C. M. 3.)
(e) Permanent address after transfer. (C. M. C. M. 4.)

(5) *Permanent address after transfer.*—In transmitting staff returns of Class II reservists the permanent address of the reservist after transfer will be entered in the service-record book. (C. M. C. M. 3 and 4.)

(6) A member of Class II, Fleet Marine Corps Reserve, who desires to reenlist in the regular Marine Corps will be required, in consideration of acceptance for reenlistment, to waive his right to again transfer to the reserve until the expiration of his enlistment. (C. M. C. M. 6.)

13–55

Transfers from one class to another.—

(1) Members of Classes I or IV, Fleet Marine Corps Reserve, who desire to transfer to Classes V or VI, Volunteer Marine Corps Reserve, or vice versa, may make application to the Major General Commandant through official channels for such transfer.

(2) Members of Class I, Fleet Marine Corps Reserve, may be transferred to Class V, Volunteer Marine Corps Reserve, or vice versa, by the Major General Commandant for the convenience of the Government in order to provide training for additional officers, or due to lack of sufficient funds for such training, or due to inability to attend drills or training, or for other administrative reasons. (C. M. C. M. 4.)

(3) Members of Class IV, Fleet Marine Corps Reserve, may be transferred to Class VI, Volunteer Marine Corps Reserve, by the Major General Commandant when transferred from a Fleet Marine Corps Reserve company on recommendation of the company commander for failure to attend drills, lack of interest, removal from company station, or inability to attend drills or train due to civil positions. (C. M. C. M. 1 and 5.)

(4) Transfer of officers from one class to another will be accomplished by order of the Major General Commandant, such reassignment to be effective from the date specified, and not dependent upon acceptance by the officers concerned. (C. M. C. M. 4.)

(5) An officer transferred from the Volunteer Reserve to the Fleet Reserve or from the Fleet Reserve to the Volunteer Reserve will retain his rank and precedence. (C. M. C. M. 4.)

13–56

(1) *Officers.*—All officers of the Marine Corps Reserve shall be examined physically once every four years, or oftener if deemed necessary, and if upon such examination they are found not physically qualified for active duty, they shall be honorably discharged or, within the discretion of the Secretary of the Navy, placed on the honorary retired list. The physical examination required under paragraphs (2) and (4) of this article will be deemed sufficient to meet this requirement. (C. M. C. M. 4.)

(2) Officers of the Marine Corps Reserve are required to take a physical examination before a statutory board of medical officers of the regular Navy, if available, for appointment or promotion in the Marine Corps Reserve. If medical officers of the regular Navy are not available for this examination, it may be conducted by medical officers of the Naval Reserve, or by both Navy and Naval Reserve. (C. M. C. M. 1 and 4.)

(3) If impracticable to assemble the board required by the preceding paragraph without mileage or other undue expense, the physical examination may be conducted by a medical officer of the regular Navy or the Naval Reserve, and when it is impracticable to conduct this examination by either a medical officer of the regular Navy or Naval Reserve, the Major General Commandant will direct the method by which the examination may be conducted. In such cases the report of medical examination, together with the medical history of the candidate on file in the department, will be acted upon by the medical members of the Marine Corps examining board. (C. M. C. M. 1.)

(4) Upon reporting for training duty, or release therefrom, officers of the Marine Corps Reserve are required to take a physical examination before a medical officer of the regular Navy. The purpose of this examination is to determine whether or not the officer is able to perform training duty and that his health would not ordinarily be, and has not been, adversely affected by such training duty.

(5) Reports of these examinations shall be made on Bureau of Medicine and Surgery Form Y, in duplicate, and forwarded to the Major General Commandant. In cases of examination for promotion there shall be submitted, in addition, such other papers as may be required by naval courts and boards.

be submitted, in addition, such other papers as may be required by naval courts and boards.

(6) In the event that the candidate is being examined for duty involving the actual flying of aircraft, there shall be submitted also, on Bureau of Medicine and Surgery Form N. M. C., Aviation No. 1, a report of physical examination for flying conducted by a flight surgeon. This form shall not, however, be required for promotion.

(7) *Enlisted men.*—Upon reporting for training or other active duty and upon completion of such duty, reservists will be examined by a medical officer who will make appropriate entry in their health records.

(8) Members of class II (*a*) and (*c*) are ~~not~~ required to undergo physical examination when directed to report for inspection or ~~except~~ when called to active duty. Members of class II (*b*), (*d*), and (*e*) shall be examined physically at least once during each four-year period. If found not physically qualified, members of class II a-b-c (~~*b*~~) and (*d*) shall be transferred to the retired list of the regular Marine Corps and members of class II (*e*) shall be discharged. Members of class II (*e*) discharged under these provisions become eligible for admission to the Naval Home at Philadelphia, Pa., or, in lieu thereof, a pension equal to one-half of the pay of their grade at the time of discharge. Applications for such pensions should be made to the Secretary of the Navy.

(9) *Vaccination.*—If practicable, all members of the Fleet Marine Corps Reserve should be vaccinated against smallpox and typhoid fever prior to reporting for active or training duty and a record of such vaccination entered in their health records. Naval medical officers attached to Navy and Marine Corps recruiting stations will perform this service free of charge. Men who have not been successfully vaccinated against smallpox and typhoid fever will be required to undergo such vaccination immediately upon arrival at a post or station for the first active or training duty in each enlistment.

(10) *Retirement, class II.*—All members of this class shall be transferred to the retired list of the regular Marine Corps on completing 30 years' naval service, including service and time in the regular Marine Corps, Navy, and in the Fleet Marine Corps Reserve established under prior and existing laws.

PHYSICAL DISABILITY AND MEDICAL TREATMENT

13-57

(1) *Physical injury.*—If in time of peace any officer or enlisted man of the Marine Corps Reserve is physically injured in the line of duty while performing active duty, authorized training duty with or without pay, or when employed in authorized travel to and from such duty, or dies as the result of such physical injury, he or his beneficiary shall be entitled to all benefits prescribed by law for civil employees of the United States who are physically injured in the line of duty, or who die as the result thereof; and the United States Employees' Compensation Commission shall have jurisdiction in such cases, and shall perform the same duties with reference thereto as in the cases of civil employees of the United States so injured. In no case shall

sickness or disease be regarded as an injury within the meaning of this section relating to the Marine Corps Reserve.

(2) *Injured personnel to receive medical treatment.*—If an injury is incurred in the vicinity of a place where there is a United States Government activity employing civil personnel, the official in charge of that activity shall be communicated with for the purpose of ascertaining if there is a United States hospital or dispensary, or hospital or dispensary designated by the United States Employees' Compensation Commission, to which the men may be sent for examination and first-aid treatment. If such facilities are available the injured person must report for treatment without delay. If no such facilities are available in the vicinity, and the injury is such as to make hospital treatment necessary, the injured person may be taken to any hospital which may be available; and in such case he may be permitted to select the hospital; but the Employees' Compensation Commission will pay for hospital service in a general ward only. It will, however, be permissible for the injured person to obtain service in a private room, provided he will himself pay the difference between the private-room rates and the rates fixed for general-ward patients. If hospital treatment is not necessary, but medical treatment for the injury is necessary, it may be secured in the same general manner.

(3) *Commanding officer to report injuries to personnel.*—The commanding officer, or other person in authority having immediate knowledge of the circumstances, shall immediately make a written report to the commanding officer of the man's reserve area, setting forth the circumstances under which the person was injured, the nature and extent of the injury, so far as known, and what action, if any, has been taken to provide treatment, as well as any other information that may be of value in establishing the injured person's right to compensation, or medical or hospital service.

(4) *Minor injuries to be recorded.*—It is important that every minor injury be made a matter of record and first-aid treatment rendered and recorded, as experience in handling claims of civil employees has developed the fact that injuries, thought to be of no importance at the time they were incurred, are subsequently made the basis of claims for compensation or hospital or medical treatment.

(5) *Report of injury required on special form.*—The action indicated by the foregoing paragraphs having been taken, the commanding officer of the reserve area, or the official in charge of the nearest United States Government activity employing civil personnel, must be consulted, and the necessary forms obtained for making the additional reports required by the United States Employees' Compensation Commission.

(6) *Claim for compensation must be filed within one year.*—Under the terms of the compensation act, no claims for benefits on account of an injury can be entertained unless filed within one year from the date of the injury so incurred, or in case death results, within one year from the date of death.

(7) *Hospital and medical treatment for men in class II.*—Members of class II, Marine Corps Reserve, whether on active or inactive duty, are entitled to

hospitalization and medical treatment by the medical personnel of the Navy where such facilities and personnel are available. Such treatment will be given under the same local rules as apply to the treatment of the enlisted personnel of the Navy.

DISCHARGES

13–58

(1) ***In time of peace*** a member of the Marine Corps Reserve will be discharged upon expiration or termination of service, or may, by special order of the Major General Commandant, be discharged for one of the following reasons:

(*a*) Upon his own request for business reasons or family responsibility.
(*b*) To accept appointment or commission in the Army, Navy, or Marine Corps, or the Army, Navy, or Marine Corps Reserve, or the Coast Guard or National Guard.
(*c*) If found not physically qualified.
(*d*) Lack of interest in the reserve.
(*e*) Failure to answer official correspondence.
(*f*) Failure to qualify for promotion in commissioned grades.
(*g*) Because of enlistment or reenlistment in the Army, Navy, Marine Corps, or Coast Guard.
(*h*) Other good and sufficient cause.

The regulations covering discharges in the regular Marine Corps shall, so far as practicable, govern discharges in the reserve. Reservists enlisting in the regular Marine Corps, or in the Navy, will be discharged from the reserve as of the same date on which they so enlist, and the following notation placed on their discharge certificates: "Discharged because of enlistment (or reenlistment) in the Marine Corps (or Navy)." (See art. 13–19 (2).) (C. M. C. M. 1.)

(2) ***Discharge for enlistment in regular service.***—Reserve area commanders are authorized to discharge members of Classes III, IV, and VI, Marine Corps Reserve, because of enlistment or reenlistment in the Army, Navy, Marine Corps, or Coast Guard, reporting same on Form N. M. C. 312 and forwarding the service and health record as in the case of the discharge of a man in the regular service. (C. M. C. M. 1.)

(3) Recruiting officers to whom members of Classes III, IV, and VI of the Marine Corps Reserve apply for enlistment or reenlistment in the regular Marine Corps will effect such enlistment or reenlistment, if the applicants are otherwise qualified and will immediately notify the commanding officer of the reserve area to which the applicant is attached of the fact and the date.

In case the applicant is a member of Class III who has completed less than three months' service in the reserve, the reserve area commander will notify the recruiting officer of this fact, giving the date of last discharge from the regular Marine Corps. The recruiting officer will then comply with article 13–53 (6). (C. M. C. M. 1.)

(4) ***Refund of initial payment.***—Class III men discharged because of enlistment or reenlistment in the regular Marine Corps, Army, Navy, or Coast

Guard; or in Class IV of the Marine Corps Reserve, within three months of their assignment, are required to refund their initial payment. After three months from the date of assignment no refund is required. (C. M. C. M. 4.)

(5) Class III men discharged for any reason other than enlistment or reenlistment in the regular Marine Corps, Army, Navy, or Coast Guard, or in Class IV of the Marine Corps Reserve, are required to refund last payment. (C. M. C. M. 4.)

(6) *In time of war* or a national emergency all reservists shall be subject to separation from the service in the same manner as may be provided for the separation of officers and enlisted men of the regular service.

(7) *Discharge upon expiration of enlistment.*—Commanding officers of reserve areas will discharge enlisted men upon expiration of enlistment. (See art. 13-80 (10).) (C. M. C. M. 1.)

(8) When the circumstances of the rejection of a reservist at recruit depots or recruiting offices for enlistment in the regular Army, Navy, Marine Corps, or Coast Guard warrant it, the case will be referred to the Major General Commandant for consideration of his discharge from the reserve. In these cases the reserve area commanders will furnish all the evidence available regarding the rejection of the reservist for enlistment in the regular service, together with his recommendation regarding the retention or discharge of the reservist. (C. M. C. M. 4.)

ORGANIZATION

13-59

(1) Reservists are organized in reserve areas as regiments, battalions, companies, platoons, and aviation squadrons under instructions issued by the Major General Commandant. Unless otherwise directed, such units shall conform in organization and equipment as far as practicable to corresponding units of the regular Marine Corps, and no company shall be organized with less than 45 men.

(2) Unless otherwise directed by the Major General Commandant, personnel will be assigned to organization as follows:

(*a*) Regiments: Officers specializing in Infantry combat branches, and enlisted men of Classes III, IV, and VI not otherwise assigned. Such specialists as are necessary to comply with Tables of Organization.

(*b*) Aviation squadrons: Officers and enlisted men detailed for aviation.

(*c*) Casual companies:

First platoon (Artillery): Officers whose specialty is artillery, and enlisted men who have had artillery experience.

Second platoon (specialists): Officers whose specialty is engineering, signal communications, tanks, gas, staff departments, division of operation and training, office of the Judge Advocate General, shore stations, intelligence, recruit training, recruiting, and other administrative duty. Enlisted men of Classes III, IV, and VI who have had training in these branches, except those required for the regiments, and of Class II who are competent for service in these branches.

Third platoon: Class II men, except those assigned to the second platoon.

(*d*) Fleet Reserve companies: Officers of Class I, assigned by the Major General Commandant; enlisted men of Classes IV and VI, assigned in accordance with instructions of the Major General Commandant.

(*e*) Volunteer Reserve companies: In accordance with instructions issued by the Major General Commandant. (C. M. C. M. 1.)

(3) Battalions and companies will be organized within regiments and assigned to areas as far as possible. (C. M. C. M. 1.)

(4) Aviation squadrons and casual companies will be directly under the reserve area commander or one of his immediate assistants at the area headquarters. (C. M. C. M. 1.)

(5) *Inspection.*—Fleet Reserve companies shall be inspected at least once annually by a field officer of the regular Marine Corps. Units failing to meet the prescribed standards of strength and training may, in the direction of the Major General Commandant, be disbanded.

13–60

Discipline.—Officers and men of the Marine Corps Reserve, when employed on active duty, authorized training duty, with or without pay, drill, or other equivalent instruction or duty, or when employed in authorized travel to and from such duty, drill, or instruction, or during such times as they may by law be required to perform active duty in accordance with their obligations, or while wearing a uniform prescribed for the reserve, shall be subject to the laws, regulations, and orders for the government of the Navy. Disciplinary action for an offense committed while so subject to the laws, regulations, and orders for the government of the Navy shall not be barred by reason of release from duty status of an officer or man charged with the commission thereof. Officers and men who have heretofore been or may be transferred to the retired list with pay shall at all times be subject to the laws, regulations, and orders for the government of the Navy.

Section 8.—TRAINING

13–65

(1) *Fleet Marine Corps Reserve, Classes I and IV.*—In time of peace all members of these classes shall be required to perform such training duty as may be prescribed, not to exceed 15 days annually unless excused therefrom for good and sufficient reasons and may, with their consent, be assigned additional training duty.

(2) *Class II.*—In time of peace all members of this class, with the exception of those who were transferred thereto by operation of prior laws, may be required to perform not more than two months' active duty in each 4-year period.

(3) *Class III.*—Members of this class shall not, in time of peace, be ordered to active duty, except with their own consent, and shall be under no obligation to perform training duty or drill.

(4) *Additional training authorized.*—Officers and men may, with their consent, be given additional training or other duty, either with or without pay, as may be authorized by the Major General Commandant.

(5) *Fleet Reserve companies.*—The number and character of drills for Fleet Reserve companies will be as prescribed by the Major General Commandant. (C. M. C. M. 1.)

(6) *Volunteer Marine Corps Reserve.*—Officers and enlisted men of the Volunteer Marine Corps Reserve shall not be required to attend drills or perform training duty, but may upon their own application be given active duty or training duty.

(7) *Procedure to be followed in effecting training.*—Training of reservists will be carried on in such training centers and during such months as may be prescribed by the Major General Commandant. At a suitable period before the opening of the training season reserve area commanders will inform each reservist under their command of the general scheme of training for the year, in order that the reservists may make their plans accordingly. Upon the conclusion of the training season, each reserve area commander will submit to the Major General Commandant a report showing the total number of reservists in his area required to train, the number who carried out the required training, and the number and names of those who failed to train, together with reasons for such failure. (C. M. C. M. 1.)

(8) *Applications for or to be excused from training.*—Applications to be excused from training, and applications for training from those not required to train, will be addressed to the proper reserve area commander and forwarded by that officer to the Major General Commandant for action.

(9) *Orders to training duty.*—When authorized by the Major General Commandant, reserve area commanders will issue to reservists under their command the necessary orders to the designated post or station, furnishing the commanding officer thereof, the Major General Commandant, the Paymaster, and the Quartermaster with a copy of the orders. In cases of reservist detailed to aviation duty, a copy of the orders will also be furnished to the officer in charge of aviation. These orders must cover the following points:

(*a*) Reference to the authority for the orders.
(*b*) The date on which the reservist is placed on training duty.
(*c*) The necessary instructions for the travel involved.
(*d*) The date on which the reservist is to report at the designated post or station.
(*e*) If known, the date on which the training period of the reservist terminates.
(*f*) The necessary instructions relative to the return of the reservist to his home.
(*g*) The date on which he is to resume his inactive status.
(*h*) That the travel enjoined is necessary in the public service.

(9a) Under section 11 of the act of February 28, 1925 (43 Stat. 1083), the pay and allowances to which officers and enlisted men of the Naval Reserve are entitled while on active duty begin on the date when between the hours of two successive midnights they entrain and end on the date when between the hours of two successive midnights they could reach their homes following detachment under orders over the shortest usually traveled route. (7 Comp. Gen. 100, August 9, 1927.) (C. M. C. M. 4.)

(10) *Indorsement of orders.*—The commanding officer of the post or station to which the reservist is ordered will indorse on his orders the date of reporting, the date of completion of training or duty, and instructions to carry out the unexecuted portion of the orders, and will furnish the Major General Commandant, the Paymaster, the Quartermaster, and the reserve area commander concerned with a copy of the indorsement.

(11) *Training duty defined.*—Training duty is defined as any active duty for training, other than week-end cruises, performed under competent orders from either the Major General Commandant or the reserve area commander.

(12) *Definition of a drill.*—A drill will be interpreted as an assembly, other than a week-end cruise, designated in advance, at which practical work of not less than one and one-half hours' duration in duties pertaining to the Marine Corps is conducted, except that one-half hour of actual flying performed by a member of the Marine Corps Reserve detailed to aviation duty shall be considered as one drill.

~~(13) *Appropriate duties* for members of the Fleet Marine Corps Reserve, within the meaning of section 21 of the Naval Reserve act are defined as any duties, other than week-end cruises, previously authorized by the Major General Commandant and prescribed by the reservist's immediate commanding officer as appropriate to the rank or rating of the reservist concerned, and performed in unbroken periods of not less than one and one-half hours each, except that one-half hour of actual flying duty performed by a member of the aviation branch of the Fleet Marine Corps Reserve shall be allowed in lieu of one and one-half hours of other duty. Not more than one period of appropriate duty shall be held in any one week, except that in the case of members of the aviation branch of the Fleet Marine Corps Reserve not more than four periods of appropriate duty shall be held in any one week. Such periods of appropriate duty shall form a basis for computing the rate of compensation under article 13–70. (C. M. C. M. 1 and 2.)~~

~~(14) Whenever the appropriate duty consists of actual flying duty, said duty may be performed in Army, Navy, or Marine Corps aircraft. Such flights need not be designated in advance, but the individual concerned must arrange with the commanding officer of the air station for such flights and must obtain from him a certificate of flight, which should be forwarded to his reserve area commander as evidence of the appropriate duty performed. (C. M. C. M. 1.)~~

~~(13) *Appropriate duties* for members of the Fleet Marine Corps Reserve, within the meaning of section 21 of the Naval Reserve act are defined as any duties, other than week-end cruises, previously authorized by the Major General Commandant and prescribed by the reservist's immediate commanding officer as appropriate to the rank or rating of the reservist concerned, and performed in unbroken periods of not less than one and one-half hours each, except that one-half hour of actual flying duty performed by a member of the aviation branch of the Fleet Marine Corps Reserve shall be allowed in lieu of one and one-half hours of other duty. Not more than one period of appropriate duty shall be held in any one week. Such periods of appropriate duty shall form a basis for computing the rate of compensation under article 13–70. (C. M. C. M. 1.)~~

~~(14) Whenever the appropriate duty consists of actual flying duty, said duty may be performed in Army, Navy, or Marine Corps aircraft. Such flights need not be designated in advance, but the individual concerned must arrange with the commanding officer of the air station for such flights and must obtain from him a certificate of flight, which should be forwarded to his reserve area commander as evidence of the appropriate duty performed. (C. M. C. M. 1.)~~

Section 9.—PAY AND ALLOWANCES

13–70

(1) *Pay other than active and training duty pay authorized for Marine Corps Reserve*

Class	Rate of pay	Remarks
FLEET MARINE CORPS RESERVE		
CLASS I. OFFICERS		
(*a*) Attached to a Fleet Reserve company or larger unit:		
1. Above rank of captain	*Not to exceed $500 per annum for satisfactory performance of duties under such regulations as the Secretary of the Navy may prescribe.	Officers under (*a*), of or below rank of colonel, $240 per year additional if commanding an organization and having administrative duties.
2. Below rank of major	One-thirtieth monthly base pay for each drill, limited to pay for 60 drills in each fiscal year.	
(*b*) Not attached to Fleet Reserve company or larger unit:		
1. Above rank of captain	*Not to exceed $500 per annum for satisfactory performance of duties under such regulations as the Secretary of the Navy may prescribe.	Officers are not entitled to drill pay or pay for satisfactory performance of duties during a period when lawfully entitled to pay for active duty or training duty.
2. Below rank of major	*Not to exceed four-thirtieths of monthly base pay of grade per month for satisfactory performance of duties under such regulations as the Secretary of the Navy may prescribe.	

* See art. 13–65(13).

(1) *Pay other than active and training duty pay authorized for Marine Corps Reserve*—Continued

Class	Rate of pay	Remarks
CLASS II. ENLISTED MEN		
(*a*) Men transferred to reserve prior to July 1, 1925, after at least 16 years' naval service.	**One-third base pay plus permanent additions.	Entitled to 10 per cent increase if credited with extraordinary heroism in line of duty.
(*b*) Men transferred subsequent to July 1, 1925, after at least 16 years' naval service, under sec. 26, act approved Feb. 28, 1925.	Same as II (*a*)	
(*c*) Men transferred to reserve prior to July 1, 1925, after at least 20 years' naval service.	**One-half base pay plus permanent additions.	Entitled to 10 per cent increase if credited with extraordinary heroism in line of duty or whose conduct marks, for 20 years or more, are not less than 95 per cent.
(*d*) Men transferred subsequent to July 1, 1925, after at least 20 years' naval service under sec. 26, act approved Feb. 28, 1925.	Same as II (*c*)	
(*e*) Men transferred to reserve with at least 20 years' naval service, who first enlist or reenlist following a period of broken service, subsequent to July 1, 1925.	One-half base pay	Class II (*a*), (*b*), (*c*), (*d*), and (*e*) not entitled to inactive duty pay during a period when lawfully entitled to full pay and allowances for active duty or training duty.
CLASS III. ASSIGNED MEN		
(*a*) Those who have obligated themselves prior to discharge to serve 4 years in the Fleet Reserve upon completion of an enlistment.	$25 per annum, payable in advance.	*Except when, with their own consent, they become attached to an organized company or larger unit of the Fleet Marine Corps Reserve, or satisfactorily perform appropriate duties assigned by direction of the Secretary of the Navy.
CLASS IV		
(*a*) Men enlisting in Fleet Reserve:		
1. Attached to a regularly organized company or larger unit.	One-thirtieth monthly base pay for each drill, limited to pay for 60 drills in each fiscal year.	Not entitled during a period when lawfully entitled to pay for active duty or training duty.
2. Not attached to a regularly organized company or larger unit.	*Not to exceed 4/30 of monthly base pay of grade per month for satisfactory performance of duties under such regulations as the Secretary of the Navy may prescribe.	
(*b*) Enrolled men of the old Marine Corps Reserve transferred to the new Fleet Marine Corps Reserve to serve out unexpired portion of their enrollment.	Same as Class IV (*a*)	
VOLUNTEER MARINE CORPS RESERVE		
CLASS V. OFFICERS	No pay provided	
CLASS VI. ENLISTED MEN		

---

* See art. 13–65(13).

** Sec. 3 of the act of May 31, 1924 (43 Stat. 251), amending sec. 10 of the act of June 10, 1922, provides that: The retainer pay of all men who were on that day (July 1, 1922) transferred members of the * * * Fleet Marine Corps Reserve shall be computed on the rates of pay authorized for enlisted men * * * by the act approved June 10, 1922: *Provided*, That the retainer pay of such reservists shall be not less than that to which they were entitled on June 30, 1922, under decisions of the Comptroller of the Treasury in force on that date. (C. M. C. M. 1.)

(2) *Pay and allowances on active duty or duty for training.*—Commissioned officers on active duty or on training duty with pay, or when employed in authorized travel to and from such duty, shall be deemed to have been confirmed in grade and qualified for all general service and shall receive the pay and allowances, including longevity pay, as provided by law for the reserve forces of the United States, and shall, when traveling under orders, receive transportation in kind, mileage, or actual expenses as provided by law for travel performed by officers of the regular Marine Corps.

(3) When reserve officers are authorized by law to receive Federal pay, those serving in grades corresponding to those of colonel, lieutenant colonel, major, captain, first lieutenant, and second lieutenant shall receive the pay of the sixth, fifth, fourth, third, second, and first periods, respectively.

(4) Warrant officers and men of the Marine Corps Reserve when employed on active duty or on training duty with pay, or when employed in authorized travel to and from such duty, shall receive the same pay and allowances as received by warrant officers and enlisted men of the regular Marine Corps of the same rank and grade and of the same length of service, which shall include active service in the regular Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, active Federal service in the National Naval Volunteers, active Federal and State service in the Naval Militia, exclusive of retired or reserve service therein, and active Federal service other than for training in the Naval Reserve Force, Marine Corps Reserve, or Naval Reserve. (C. M. C. M. 1 and 6.)

(5) When officers and men of the Marine Corps Reserve perform active duty or training duty with pay for a period of less than 30 days, such duty performed on the 31st day of any month shall be paid for at the same rate as for other days.

(6) *Uniform gratuity for officers.*—Upon appointment in the Fleet Marine Corps Reserve each officer shall be paid the sum of $100 for purchase of required uniforms, and thereafter he shall be paid an additional sum of $50 for the same purpose upon completion of each period of four years in the Fleet Marine Corps Reserve. Any officer who has received uniform gratuity before July 1, 1925, shall not be entitled to either of the above-mentioned sums until the expiration of four years from the date of such gratuity. In time of war or national emergency a further sum of $150 will be paid to officers of all classes of the Marine Corps Reserve when they first report for active duty.

(7) The above gratuities shall be paid when the officer concerned certifies that he has in his possession, in good condition, the articles of uniform and equipment specified in article 13–75.

(8) Claims for payment of uniform gratuity should in all cases be prepared on Form N. M. C. 890 by the reserve area commander, or other proper commanding officer, concerned and submitted to the Paymaster, Headquarters, Marine Corps, for payment. (C. M. C. M. 6.)

(9) *Aviation duty.*—Officers and men detailed for training or other duty in aviation which involves actual flying in aircraft, in accordance with the regulations prescribed by the Secretary of the Navy, shall receive the same increase of the pay of their grades or ranks as may be received by officers and enlisted men in similar grades or ranks in the regular Marine Corps for the performance of similar duty.

(10) *Payments.*—Officers and men of the Marine Corps Reserve entitled to pay on an inactive status will be paid by the Paymaster, Marine Corps.

(11) Members of Class II, Marine Corps Reserve, will be paid monthly and members of Class III annually.

(12) Officers and men of the Marine Corps Reserve ordered to active duty or duty for training with pay will be paid for such periods by the assistant paymaster carrying the accounts of the post or station to which the reservist is assigned to duty.

(13) *Payment of men assigned to Class III.*—When the account of an enlisted man who has obligated himself to serve four years in Class III, Fleet Marine Corps Reserve, upon discharge from the regular Marine Corps, is closed for discharge, a credit of $25 will be included in the statement of the account on Form NMC 90 to cover the first annual advance payment, supported by an entry in the remarks as follows: "Has obligated himself to serve four years in Class III, F. M. C. R." The assistant paymaster or the assistant paymaster's deputy making final settlement will include this credit on Form NMC 423 and will also prepare an additional copy of NMC 423 in these cases for transmittal to the Paymaster, Marine Corps, for his information in connection with subsequent annual payments.

(14) On or about the first of each month reserve area commanders, or other proper commanding officers, will certify to the Paymaster, Marine Corps, for payment, all members of Class III, F. M. C. R., who are due for anniversary payment of $25 during that month. The proper disbursing officer of the Paymaster's office, Headquarters Marine Corps, will make a card payment of $25, forwarding this check to the proper area commander or other proper commanding officer for delivery to the man concerned. The reserve area commander or other proper commanding officer, will acknowledge receipt and delivery of the check on Form NMC 329, or if delivery is not made, due to separation from the reserve or lack of proper address, this information will be noted on NMC 329 and returned, together with the check, to the Paymaster, Headquarters Marine Corps. The right of a member of Class III to receive and retain the advance payment of $25 per annum is not affected by reason of active duty performed during his period of assignment to Class III. (6 Comp. Gen. 19, July 9, 1926.) (C. M. C. M. 4 and 6.)

(15) In the event a man obligates himself after his account has been closed, but prior to delivery of discharge, the commanding officer shall issue a supplementary NMC 90 containing the required information. The disbursing officer on receipt of the supplementary NMC 90 will make payment by check, and if the check be issued and claimed in the same month as check for final settlement, original NMC 423 will be corrected to show additional payment; but if the final settlement and annual advance payment are to be claimed in different months an additional NMC 423 must be prepared and cross reference made between the two vouchers.

(16) *Paymaster to be notified of transfers.*—The reserve area commander will notify the Paymaster promptly of all transfers of reservists from his reserve area to another reserve area, using Form NMC 312 for this purpose.

(17) *Reenlistment in the regular Marine Corps.*—See article 13-19.

(18) *Transportation and subsistence.*—See article 13-80 (15) and (16).

(19) *Payment of members of the Marine Corps Reserve, classes I and IV, when not on active duty or training duty.*—Vouchers for compensation will be transmitted in duplicate to the Paymaster for settlement at the close of each fiscal quarter, and at the expiration of enlistment of the reservist. (C. M. C. M. 1.)

(20) In the event that no service entitling the reservist to pay was rendered during the quarter, no voucher will be submitted, but the reserve area commander will submit a blanket certificate, setting forth the names and ranks of all reservists for whom vouchers have not been submitted, with the notation "No drills performed" or "No appropriate duties performed," as may be appropriate. (C. M. C. M. 1.)

(21) *Forms and vouchers.*—The following vouchers (to be rendered in duplicate) will be used in connection with the payment of reservists on inactive duty:

N. M. C. 887 P. M. Notice of enlistment in the Marine Corps Reserve.
N. M. C. 888 P. M. Transfer between classes.
N. M. C. 889 P. M. Notice of discharge, enlisted men.
N. M. C. 890 P. M. Uniform gratuity.
N. M. C. 891 P. M. Compensation for drill or equivalent duty pay.
N. M. C. 892 P. M. Compensation for appropriate duties, above rank of captain.
N. M. C. 893 P. M. Compensation for appropriate duties, below rank of major.
N. M. C. 894 P. M. Compensation for command. (C. M. C. M. 1.)

(22) Form N. M. C. 887 will be prepared and submitted to the Paymaster, Marine Corps by the reserve area commander immediately upon the enlistment or reenlistment of an enlisted man of the Fleet Marine Corps Reserve.

(23) Form N. M. C. 888 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander, whenever a transfer is effected between the Fleet Marine Corps Reserve and the Volunteer Marine Corps Reserve, or vice versa, or between classes within the Fleet Marine Corps Reserve. (C. M. C. M. 1.)

(24) Form N. M. C. 889 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander, whenever an enlisted man of the Marine Corps Reserve is discharged for any cause. This form will be attached to and form a part of Form N. M. C. 891 or N. M. C. 893, as appropriate. (C. M. C. M. 1.)

(25) Form N. M. C. 890 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander whenever an officer of the Fleet Marine Corps Reserve becomes entitled to a uniform gratuity. (C. M. C. M. 1.)

(26) Form N. M. C. 891 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander, at the close of each fiscal quarter and at the expiration of enlistment of enlisted men of the Fleet Marine Corps Reserve. Reserve area commanders will prepare this form from data furnished them by immediate commanding officers of reserve organizations. (C. M. C. M. 1.)

(27) Form N. M. C. 892 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander, at the close of each fiscal quarter. (C. M. C. M. 1.)

(28) Form N. M. C. 893 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander, at the close of each fiscal quarter and at the expiration of enlistment of enlisted men of the Fleet Marine Corps Reserve. (C. M. C. M. 1.)

(29) Form N. M. C. 894 will be prepared and submitted to the Paymaster, Marine Corps, by the reserve area commander, at the close of each fiscal quarter. (C. M. C. M. 1.)

(30) Payments for compensation for drill or equivalent duty pay, or for appropriate duties, will be made by individual check drawn to the order of the reservist concerned. Checks will be forwarded by letter of transmittal at the close of each fiscal quarter to the reserve area commander to whose area the reservist is assigned, for further transmittal to the individual. (C. M. C. M. 1.)

(31) *Retired pay, Marine Corps Reserve*

Class	Rate of pay	Retirement
Class I. Honorary retired list, Marine Corps Reserve.	No pay or allowances provided	Upon attaining age of 64 years; if found disqualified upon physical examination; or upon approved request after 25 years' naval service.
Class II. Retired list, regular Marine Corps:		
(*a*) and (*c*)	Pay they were receiving on date of retirement, plus allowances authorized for retired men regular Marine Corps.	Upon completion 30 years' service, including service in reserve.
(*b*) and (*d*)	Pay they were receiving on date of retirement, plus allowances authorized for retired men regular Marine Corps. If retired for physical disability before completion of 30 years' service, pay they were receiving on date of retirement; but upon completion of 30 years' naval service, including time on the retired list, will receive the same pay and allowances as class II (*a*) and (*c*).	Upon completion 30 years' service, including service in reserve. Also at any time if found disqualified upon physical examination.
(*e*)	Pay they were receiving on date of retirement, plus allowances authorized for retired men regular Marine Corps.	Upon completion of 30 years' service, including service in reserve.
Class V. Honorary retired list, Marine Corps Reserve.	No pay or allowances provided	Upon attaining age of 64 years; if found disqualified upon physical examination; or upon approved request after 25 years' naval service.

NOTE.—No retirement authorized for classes III, IV, and VI.

Section 10.—UNIFORM

13–75

(1) *The uniform* for officers and enlisted men of the Marine Corps Reserve shall be the same as that prescribed for corresponding ranks and grades of officers and enlisted men of the regular Marine Corps.

(19) *Retired pay, Marine Corps Reserve*

Class	Rate of pay	Retirement
Class I. Honorary retired list, Marine Corps Reserve.	No pay or allowances provided	Upon attaining age of 64 years; if found disqualified upon physical examination; or upon approved request after 25 years, naval service.
Class II. Retired list, regular Marine Corps:		
(*a*) and (*b*)	Pay they were receiving on date of retirement, plus allowances authorized for retired men regular Marine Corps.	Upon completion 30 years' service, including service in reserve.
(*c*) and (*d*)	Pay they were receiving on date of retirement, plus allowances authorized for retired men regular Marine Corps. If retired for physical disability before completion of 30 years' service, pay they were receiving on date of retirement; but upon completion of 30 years' naval service, including time on the retired list, will receive the same pay and allowances as class II, A and C.	Upon completion 30 years' service, including service in reserve. Also at any time if found disqualified upon physical examination.
(*e*)	Pay they were receiving on date of retirement, plus allowances authorized for retired men regular Marine Corps.	Upon completion of 30 years' service, including service in reserve.
Class V. Honorary retired list, Marine Corps Reserve.	No pay or allowances provided	Upon attaining age of 64 years; if found disqualified upon physical examination; or upon approved request after 25 years' naval service.

NOTE.—No retirement authorized for classes III, IV, and VI.

Section 10.—UNIFORM

13–75

(1) *The uniform* for officers and enlisted men of the Marine Corps Reserve shall be the same as that prescribed for corresponding ranks and grades of officers and enlisted men of the regular Marine Corps, except that reserve officers shall wear the letter "R" on the service and dress coat collar, and on the flannel shirt collar when the coat is not worn, as prescribed in paragraph 287, Uniform Regulations, United States Marine Corps.

(2) *Officers ordered to active duty for training.*—Except as provided in paragraph (3), reserve officers ordered to active duty for training will provide themselves with the following articles of uniform:

*1 belt, officer's, Sam Browne pattern (commissioned officer's only).

*1 belt, undress, warrant officer's (warrant officers and pay clerks only).

**1 belt, trousers, woven.

---

* These articles, or buttons and materials for making uniforms, may be purchased from the depot quartermaster, United States Marine Corps, 1100 South Broad Street, Philadelphia, Pa.

** These articles may be purchased from any depot or post quartermaster.

*3 breeches, service, summer, pairs.
*1 breeches, service, winter, pair.
1 cap, service, summer (khaki cap cover may be substituted).
1 cap, service, winter.
*2 coats, service, summer.
*1 coat, service, winter.
**1 hat, field.
1 hat, cord.
1 insignia of rank, for coat, pair (commissioned officers only).
1 insignia of rank, for flannel shirt, pair (commissioned officers only).
1 insignia, warrant officer's, bronze, pair (warrant officers and pay clerks only).
1 leggings, russet, pair.
1 letters, "R," bronze, pair.
1 ornament, cap and hat, bronze.
1 ornaments, collar, bronze, pair.
**1 scarf, field.
**2 shirts, flannel.
**1 shoes, russet, pair.

(3) *Exceptions.*—The winter service cap, coat, and breeches, or the summer service cap, coat, and breeches, need not be provided if not actually needed for use. Reserve officers may be required to provide themselves with overcoats, blue or white uniforms (in lieu of winter or summer service uniform), and swords, when ordered to duty requiring the use of those articles. The procurement of uniforms not specified in this and the preceding paragraph is optional.

(4) *Wearing of uniform.*—Members of the Marine Corps Reserve shall wear the uniform of their rank and grade when at drills. They may wear such uniforms at ceremonies and memorial services.

Section 11.—CLOTHING, EQUIPMENT, SUBSISTENCE, AND TRANSPORTATION

13-80

(1) *General provisions.*—Except as otherwise provided in this chapter, enlisted men of the Marine Corps Reserve, when employed on active duty, or on training duty, shall be furnished quarters, subsistence, transportation, and such articles of clothing and equipment as may be necessary for the proper performance of the duty to which they are assigned, as authorized for enlisted men of the regular Marine Corps.

(2) *Books.*—Officers and organized units of the Marine Corps Reserve will be supplied by the Quartermaster's Department with such publications neces-

---

* These articles, or buttons and materials for making uniforms, may be purchased from the depot quartermaster, United States Marine Corps, 1100 South Broad Street, Philadelphia, Pa.

** These articles may be purchased from any depot or post quartermaster.

(2) *Officers ordered to active duty for training.*—Reserve officers ordered to active duty for training at Quantico or San Diego shall provide themselves with the following articles of uniform:

*1 belt, officers, Sam Browne pattern, with one shoulder strap.
**1 belt, trousers, woven.
6 collars, white, linen.
**1 hat, field.
1 hat cord.
1 insignia of rank, pair.
1 ornament, cap and hat, bronze.
1 ornaments, collar, bronze, pair.
1 leggings, russet, pair.
**1 scarf, black.
**1 scarf, field.
**3 shirts, cotton, khaki.
4 shirts, plain white.
**2 shoes, russet, pairs. (C. M. C. M. 3.)

(3) In addition to the articles prescribed in paragraph (2), officers ordered to active duty for training at Quantico or San Diego shall provide themselves with articles of uniform as noted below:

QUANTICO

*3 breeches, service, summer, pairs.
*2 coats, service, summer.
1 cap, service, summer.
*1 buttons, coat, bronze, set.

SAN DIEGO

*1 coat, service, winter (with buttons).
*1 breeches, service, winter, pair.
1 cap, service, winter.
*2 breeches, service, summer, pairs. (C. M. C. M. 3.)

(4) To be entitled to uniform gratuity, Fleet Marine Corps Reserve Officers of the Eastern, Central, and Southern Reserve Areas are required to provide themselves with the articles of uniform and equipment prescribed for training at marine barracks, Quantico, Va., and officers of the Fleet Marine Corps Reserve attached to the Western Reserve Area those prescribed for training at Marine Corps base, naval operating base, San Diego, Calif. (C. M. C. M. 3.)

(5) The procurement of regulation uniforms and equipment not specified in paragraphs (2) and (3) is optional unless an officer is ordered on some specific duty requiring their use. (C. M. C. M. 3.)

** These articles may be purchased from any depot or post quartermaster.

* These articles, or buttons and materials for making uniforms, may be purchased from the depot quartermaster, United States Marine Corps, 1100 South Broad Street, Philadelphia, Pa.

(6) *Wearing of uniform.*—Members of the Marine Corps Reserve shall wear the uniform of their rank and grade when at drills. They may wear such uniforms at ceremonies and memorial services.

Section 11.—CLOTHING, EQUIPMENT, SUBSISTENCE, AND TRANSPORTATION

13-80

(1) *General provisions.*—Except as otherwise provided in this chapter, enlisted men of the Marine Corps Reserve, when employed on active duty, or on training duty, shall be furnished quarters, subsistence, transportation, and such articles of clothing and equipment as may be necessary for the proper performance of the duty to which they are assigned, as authorized for enlisted men of the regular Marine Corps.

(2) *Books.*—Officers and Fleet Reserve companies will be supplied by the Quartermaster's Department with such publications necessary for their instruction and training as the Major General Commandant may direct. Publications so issued shall be turned in to the depot quartermaster, United States Marine Corps, Philadelphia, Pa., upon separation from the service of the officer or disbandment of the organization possessing them.

(3) *Clothing, allowance of, in time of peace.*—In time of peace, upon first reporting for training or active duty, enlisted men of the Marine Corps Reserve shall have issued to them, as a loan, such of the articles of clothing listed below as the commanding officer of the post or station where the men report may deem necessary for their health and comfort and for the proper performance of the duty assigned to them, considering the season of the year and climatic conditions, viz:

(*a*) Articles:	Expected to last (months)
1 belt, trousers, woven	6
1 cap, service, winter[1]	6
1 cap, frame[2][3]	6
1 cap cover, khaki[2][3]	6
1 coat, service, summer[3]	6
1 coat, service, winter[1]	6
~~2~~ 3 drawers, knee	2
1 gloves, woolen, pair[1]	6
1 leggings, pair	6
1 Ornament, cap, bronze	6
1 shirt flannel	
1 belt russet	
1 ornaments, collar, bronze, pair	6
1 scarf, field	6
1 shoes, russet, pair	4
2 shirts, cotton, khaki	6
~~2~~ 3 socks, cotton, pairs	1
3 trousers, service, summer[3]	4
1 trousers, service, winter[1]	6
~~2~~ 3 undershirts, cotton	2

(*b*) Enlisted men of Fleet Reserve companies will be issued the following articles of clothing, in lieu of the above allowance, upon joining the company or as soon thereafter as practicable, the length of time they are expected to last to be the same as in the case of corresponding articles listed under (*a*) above:

---

[1] Not to be issued when summer service uniforms are worn.

[2] A field hat may be issued in lieu of the cap frame and cap cover where necessary.

[3] Not to be issued when winter service uniforms are worn.

For drills and training:

1 belt, trousers, woven.
1 hat, field, with strap.
2 leggins, pairs (one to be issued upon enlistment and one upon first reporting for active duty training).
1 numerals, bronze, hat, set (when required).
1 ornament, bronze, hat. + collar set.
1 overcoat. 1 coat, service, summer.
1 scarf, field. 1 belt russet
2 shirts, cotton, khaki. 1 shirt flannel
2 shoes, russet, pairs (one to be issued upon enlistment and one upon first reporting for active duty training).
2 socks, cotton, pairs.
3 trousers, service, summer.
4 ~~2~~ chevrons or insignia, service, summer, sets (to men entitled to wear them).
1 chevrons or insignia, service, winter, set (to men entitled to wear them on the overcoat).

For dress:

1 cap, dress.
1 coat, dress.
1 gloves, cotton, pair.
1 ornament, gilt, cap. 2 buttons, gilt, cap.
1 ornaments, gilt, collar, set.
1 trousers, dress.
1 chevrons or insignia, dress, set (to men entitled to wear them).
1 cap frame and 1 cap cover, white, ~~may be issued where white cap covers are worn at adjacent marine barracks~~. (C. M. C. M. 1 and 3.)

A dress belt, dress-belt plate, and dress-belt pistol holster and bayonet scabbard slide will be issued, on memorandum receipt, to each man furnished a dress uniform, but these articles, being classed as equipment, are not to be charged as clothing and will not be entered and receipted for on the clothing issue slip when issued. (C. M. C. M. 1.)

(4) *Clothing issued to a reservist* remains Government property which he may wear only while on active or training duty and on occasions when the wearing of the uniform is appropriate, and which he will be required to turn in upon separation from the reserve (other than discharge for enlistment or reenlistment in the regular Marine Corps) and upon transfer from the Fleet Reserve to the Volunteer Reserve, or from a Fleet Reserve company as provided in paragraph (23) (b) of this article. (C. M. C. M. 2.)

(5) *Manner of issuing.*—The issues authorized in the preceding paragraph, and replacement issues authorized in the following paragraph, will be made in the same manner as gratuitous issues to enlisted men of the regular Marine Corps, except that the triplicate (white copy) of the issue slip shall be securely pasted in the service-record book of the reservist to whom the articles appearing thereon have been issued. Issues to reservists will be abstracted on a separate abstract of clothing issued.

(6) *Replacement of clothing worn out.*—Articles of clothing issued to a reservist, in accordance with paragraph (3), which become unserviceable, through reasonable wear and tear in service, or through no fault of the man concerned, will be replaced by an issue of like articles. In making such replacements the period of time that each article may be ordinarily expected to last, shown in paragraph (3), will be used as a guide, and only the actual total length of time the reservist served on training or active duty since the article to be replaced was issued to him, as shown by his service-record book, will be considered in determining the length of time it has been in use.

(7) *Replacement of clothing lost or damaged.*—Issues to replace articles of clothing issued to a reservist and lost or damaged through improper use, neglect, or carlessness for which he is responsible will be made at his expense, either as a sale or by checkage against his pay. The commanding officer of the post where the issue is to be made will decide such cases and inform the issuing officer of his decision.

(8) *Issues of clothing in excess of allowance* will be made only as sales for cash, and such sales limited to articles and quantities required by reservists for their personal use as such. (See art. 22–41.)

(9) *Blankets and overcoats* necessary for use of enlisted reservists reporting for training or active duty in time of peace will be issued to them as a loan, and upon the completion of such duty will be turned in to the accountable officer, who will have them cleaned and sterilized, and place them in store for reissue for similar purposes.

(10) *Settlement of clothing account for discharge or transfer.*—When a reservist who has drawn clothing during his current enlistment in or assignment to the reserve is required to turn in the clothing in his possession by reason of discharge or transfer, as provided in paragraphs (4) and (23) (b) of this article, and is unable to turn in all of the articles of clothing issued to him, the clothing allowance which he has earned by active or training duty will be used as a credit to offset the shortage. If the shortage exceeds such credit, and it is due to the fault or neglect of the reservist, the excess will be either checked against pay due him, or he will be called upon to make the deficiency good by cash payment. In computing the clothing allowance due a reservist for this purpose, he will be credited with such allowance for each day of active or training duty with pay, not exceeding 365 days in the aggregate, at the rate authorized for the first year of enlistment in the regular Marine Corps, and for days of service on such duty in excess of 365 days at the rate authorized for the second year of service in the regular Marine Corps. In the case of a reservist attached to a regularly organized company or other unit, attendance at an authorized drill will be regarded as a day of training duty. In cases where there is reason to believe that the reservist is entitled to credit for more days of active or training duty than his service-record book or other records on hand show, a report of the fact, stating what the records do show, will be forwarded to the Quartermaster in time for verification before discharge. (C. M. C. M. 2.)

(11) *Issues to reenlisted reservists.*—Reenlisted reservists will be issued such articles of clothing as may be necessary to provide them with the outfit

(*b*) When an enlisted man of a Fleet Reserve company is separated from the company to which he is attached, otherwise than by transfer to another Fleet Reserve company or discharge for enlistment in the regular Marine Corps, he will turn in all Marine Corps clothing issued to him, except unserviceable articles covered by the clothing allowance accrued to his credit for days of active or training duty with pay, including authorized drills, such allowance to be computed at the rate prescribed in paragraph (10). Clothing so turned in will be taken up by certificate on the property account of the company commander concerned. (C. M. C. M. 1 and 2.)

(*c*) Requisitions for equipment required by Fleet Reserve companies will be submitted to the Quartermaster, through the reserve area commanders, unless otherwise directed by the Quartermaster. The commanding officer of the company will be the accountable officer for all Marine Corps property furnished to his command and will account therefor in the same manner as prescribed for accountable officers in the regular Marine Corps. (C. M. C. M. I.)

(24) *Records and reports.*—All Quartermaster's Department reports, accounts, records, clothing-issue slips, transportation requests, etc., pertaining to the personnel of the Marine Corps Reserve must show that the men concerned are members of the reserve; for example, "Sergeant John Smith, U. S. M. C. R."

of uniform clothing authorized in paragraph (3) under the same conditions as a reservist serving in his first enlistment.

(12) *Clothing account.*—In time of peace the clothing account prescribed for enlisted men of the regular Marine Corps will not be opened for reservists, except as provided in the following paragraph:

(13) *Special allowance.*—When the period of employment of a reservist on active duty in time of peace is such that the allowance of clothing prescribed in paragraph (3) would be insufficient, the Major General Commandant may either authorize the issue of necessary additional articles of clothing or direct that the reservist be placed on the same footing in regard to clothing allowance and clothing accounts as enlisted men in the regular Marine Corps, as the circumstances in the case may warrant. In all such cases suitable recommendations, together with a statement of the probable duration of the detail of the reservist on active duty, will be submitted to the Quartermaster by the commanding officer concerned.

(14) *Clothing allowance in time of war.*—Enlisted men of the Marine Corps Reserve employed on active duty in time of war or national emergency will be on the same footing, and subject to the same regulations in regard to clothing allowance, clothing accounts, and issues of clothing as enlisted men of the regular Marine Corps.

(15) *Equipment.*—Enlisted reservists reporting at a post for a short period of training or active duty, which is to be completed there, may be issued necessary equipment on memorandum receipt instead of following the procedure prescribed for the issue of individual equipment to enlisted men of the regular Marine Corps. Officers of the Marine Corps Reserve on training or active duty may be issued, on memorandum receipt, such articles of necessary equipment as are authorized to be issued in like manner to officers of the regular Marine Corps. Upon completion of training or active duty reservists will be required to turn in the equipment issued to them.

(16) *Subsistence.*—Officers and enlisted men of the Marine Corps Reserve performing authorized training or other duty without pay may, in the discretion of the Major General Commandant, be furnished subsistence in kind or commutation thereof at a rate to be fixed from time to time by the Secretary of the Navy.

(17) *Transportation.*—Enlisted men of the Marine Corps Reserve ordered to active or training duty with pay are entitled to transportation in kind, and subsistence and transfers en route, from their home to the place of duty, and upon completion of such duty from the place of duty to their home. The necessary transportation and subsistence for such travel will be furnished in accordance with instructions governing the issue of transportation in kind for enlisted men of the regular Marine Corps.

(18) Reservists ordered to active or training duty are not entitled to transportation for dependents, nor are they entitled to such transportation from their duty station to their home upon the termination of such duty.

(19) Reservists performing authorized training or other duty without pay, or traveling to or from such duty, are not entitled to transportation at Government expense.

(20) The expense of transportation and subsistence incident to travel to and from a recruiting station for the purpose of enlisting or reenlisting in the Marine Corps Reserve must be borne by the applicant.

(21) *Militia organizations.*—(*a*) Marine units of the Naval Militia of any State, Territory, or the District of Columbia, may be furnished, as a loan to the State or Territory concerned, such arms and equipment as the Major General Commandant may deem necessary for their training, provided, that at least 95 per centum of the personnel of such unit has been appointed or enlisted in the Fleet Marine Corps Reserve and that its administration, organization, and training conform to the standard prescribed by the Secretary of the Navy for such units. Requisitions for arms and equipment desired under this authorization should be submitted to the Quartermaster, Headquarters Marine Corps, Washington, D. C., through official channels.

(22) Enlisted men of the Marine Corps Reserve serving in a marine unit of the Naval Militia conforming to the requirements specified in the preceding paragraph, who have not received the necessary uniform clothing, may be issued such clothing as authorized in paragraph (3) upon first reporting for drill. Requisitions for such clothing will be submitted to the Quartermaster, through the area commander of the reservist concerned. The area commander will examine the service-record book of the reservist and will indorse on the requisition whether or not any clothing has been previously issued to him and, if so, the articles issued and the date of issue of each. Requisitions for replacements authorized in paragraph (6) will be submitted in like manner. Such requisitions must show the total number of drills the reservist has attended since the issue of the article to be replaced and will be indorsed by the area commander to show the total number of days of active or training duty the reservist performed since the date of issue of the article to be replaced. The accountable officer furnishing the clothing will prepare the necessary issue slips and forward them to the reservist concerned for his signature and for the signature of his company commander as witnessing officer. When duly signed and witnessed, the issue slips will be returned to the issuing officer who will forward the triplicate (white) to the reservist's area commander to be pasted in the service-record book of the reservist as provided in paragraph (5). Uniform clothing for enlisted men of militia organizations who are not members of the Marine Corps Reserve will not be furnished by the Marine Corps.

(23) (*a*) *Fleet Reserve companies* will be supplied with clothing in the same manner as prescribed in the preceding paragraph for militia units, except that the information required to be indorsed on requisitions for clothing will be indorsed thereon by the commanding officer of the unit concerned, and that when clothing is issued to members of his command, that officer will have the triplicate (white) issue slips pasted in the service-record books of the men concerned, instead of forwarding them to the area commander.

(*b*) When an enlisted man of a Fleet Reserve company is separated from the company to which he is attached, other than by transfer to another Fleet Reserve company, he will turn in all Marine Corps clothing issued to him, except such (*b*) When an enlisted man of a Fleet Reserve company is separated from the company to which he is attached, otherwise than by transfer to another Fleet Reserve company or discharge for enlistment in the regular Marine Corps, he will turn in all Marine Corps clothing issued to him, except unserviceable articles covered by the clothing allowance accrued to his credit for days of active or training duty with pay, including authorized drills, such allowance to be computed at the rate prescribed in paragraph (10). Clothing so turned in will be taken up by certificate on the property account of the company commander concerned. (C. M. C. M. 1 and 2.)

(*c*) Requisitions for equipment required by Fleet Reserve companies will be submitted to the Quartermaster, through the reserve area commanders, unless otherwise directed by the Quartermaster. The commanding officer of the company will be the accountable officer for all Marine Corps property furnished to his command and will account therefor in the same manner as prescribed for accountable officers in the regular Marine corps. (C. M. C. M. I.)

(24) *Records and reports.*—All Quartermaster's Department reports, accounts, records, clothing-issue slips, transportation requests, etc., pertaining to the personnel of the Marine Corps Reserve must show that the men concerned are members of the reserve; for example, " Sergeant John Smith, U. S. M. C. R."

Section 12.—SELECTION AND TRAINING OF STUDENT NAVAL AVIATORS

13–81

(1) *Qualifications required of Marine Corps Reserve student aviators.*—General: Must be over 18 years of age and less than 27 years of age at the time of reporting for primary flight training. Applicants under 21 years of age must furnish the written consent of their parents or guardians. Must be American citizens. Must certify to their willingness to be ordered to active duty for a period of at least one year after they have been commissioned second lieutenants in the Reserve. Each candidate must be of commissioned-officer caliber as established by record, standing in his community, character, appearance, manner and bearing, and capacity for leadership. (C. M. C. M. 4.)

(2) *Education.*—A student reserve aviator must be a college graduate or have the equivalent education, and have been selected by the commanding officer of one of the various Naval Reserve aviation squadrons or Marine Corps Reserve aviation units for flight training. College graduates who have successfully completed the ground training for student aviators as given by the squadron or division commanders of Naval Reserve aviation squadrons, or have completed the aviation ground-school course in an accredited university will be given preference in selection. (C. M. C. M. 4.)

(3) *Physical.*—A student reserve aviator must have passed a physical examination given by an accredited Navy flight surgeon within six months prior to the date of reporting for flight training. The report of the flight physical examination will be submitted on Bureau of Medicine and Surgery Form N. M. S., Aviation, No. 1. Requests for waivers of physical defects of student aviators will in no case be granted. If a Navy flight surgeon is not available in the locality, the examination by an Army flight surgeon will be honored, provided satisfactory arrangements can be made locally for such examination. All expenses incurred in connection with appearing for the physical examination must be paid by the student. Recruiting officers will satisfy themselves that the candidates for aviation training have all the above qualifications before they request authority from the Major General Commandant to enlist them. (C. M. C. M. 4.)

13-82

Enlistment of student reserve aviators.—All student reserve aviators will be enlisted as privates and assigned to Class VI, Volunteer Marine Corps Reserve, and detailed for aviation duty. Upon enlistment they will be appointed privates, first class, and will remain in that rating until they receive their commissions as second lieutenants and are assigned to Class V, Volunteer Marine Corps Reserve. (C. M. C. M. 4.)

13-83

Instructions for ordering students to flight duty.—(1) Uniforms: After a student is enlisted he will be ordered by the Major General Commandant to a naval aviation base for flight training, which orders will include directions to report at the marine barracks nearest the point of training, or in the vicinity of the student's residence, to be outfitted with clothing in accordance with instructions contained in article 13-80. (C. M. C. M. 4.)

(2) Orders: When students are ordered to a reserve naval aviation base by the Major General Commandant for primary flight training, the recruiting officer will send with them the following records:

- (*a*) Orders to report for active-duty flight training.
- (*b*) Copy of last flight physical examination.
- (*c*) Service-record book.
- (*d*) Form Nav. 373, questionnaire.
- (*e*) Preliminary ground-school record, showing final mark in each subject and final mark for the course weighed in accordance with the weights as assigned by the Bureau of Navigation. (C. M. C. M. 4.)

13-84

Designation of student naval aviation pilots.—(1) Students will be detailed to duty involving flying as student naval aviation pilots by the commanding officer of the Naval Reserve aviation base to which they are ordered. Orders detailing them to duty involving flying will be forwarded to the Major General Commandant for his approval via the district commandant in which the Naval Reserve base is located. (C. M. C. M. 4.)

(2) Upon completion of primary flight training the commanding officer of the Marine Corps Reserve aviation unit shall notify the Major General Commandant that the student has satisfactorily completed the primary training and is eligible for advanced training. If a student fails and is dropped, the Major General Commandant will be notified immediately. Appropriate notation will be made in the student's service-record book. (C. M. C. M. 4.)

(3) Upon successful completion of the primary course the Major General Commandant will be notified by the commanding officer, Marine Corps Reserve aviation unit, so that orders to advanced training may be issued. Students upon successful completion of the primary course at the Naval Reserve bases will be immediately ordered to Pensacola for complete course flight training. (C. M. C. M. 4.)

13-85

Examination for appointment as second lieutenant.—(1) Immediately following successful completion of advanced flight training at Pensacola, Fla., the Major General Commandant will be furnished a copy of the student's completing school report covering the entire course of flight training, together with report of physical examination by a medical officer to determine the candidate's physical qualifications for appointment as second lieutenant in the Marine Corps Reserve. The result of this examination should be rendered on Bureau of Medicine and Surgery Form Y. (C. M. C. M. 4.)

(2) Thirty days prior to completion of advanced training student naval aviation pilots will furnish the Major General Commandant the following documents, in accordance with instructions contained in paragraphs (1) and (2), article 13–25:

(*a*) Birth certificate or certified copy of record of birth as recorded.

(*b*) Photostatic copy of college diploma or statement of dean or registrar of university attended, stating that the student is a graduate and degree awarded, or furnish evidence of equivalent education.

(*c*) Five letters of recommendation from reputable business men in the community where the student is a resident, preferably from persons who have known the student throughout the formative period of his life. (C. M. C. M. 4.)

(3) An examining and appointment board, convened at Headquarters, Marine Corps, will then consider the candidate's educational qualifications and general fitness for appointment as second lieutenant, Marine Corps Reserve, as required by article 13–25, paragraph (6). (C. M. C. M. 4.)

13–86

Termination of advanced flight training.—Upon successful completion of, or failure in, advanced flight training of student naval aviation pilots the Major General Commandant will be immediately notified, so that orders may be issued promptly transferring the students from advanced training. (C. M. C. M. 4.)

13–87

Course of training.—The course of training for student aviators in Marine Corps Reserve aviation is the same as prescribed by the Bureau of Navigation for student aviators in the Naval Aviation Reserve. (C. M. C. M. 4.)

CHAPTER 14

SUBSISTENCE

RATIONS

14–1

Law.—Hereafter, except when detached by the President of the United States for duty with the Army, enlisted men of the Marine Corps shall be entitled to the same allowance for rations as are enlisted men of the Navy, under such rules and regulations as may be prescribed by the Secretary of the Navy. (Act July 11, 1919, 41 Stat. 154.)

14–2

Regulations.—All posts and stations of the Marine Corps will be subsisted on the computed Navy ration allowance, unless otherwise authorized by the Major General Commandant.

14–3

Definition.—The term "ration" is the allowance of subsistence for one man for one day, issued to such persons as may be entitled to receive it at Government expense, and to such other persons as may be authorized to receive it at their own expense, and ordinarily denotes the computed Navy ration allowance. In the case of very small posts or detachments, the Major General Commandant may direct that such places be subsisted on the fixed Navy ration allowance. This is a daily money allowance prescribed from time to time by the Secretary of the Navy. The money allowance, whether fixed or computed, is a credit allowance only, there being no actual cash involved, and the commanding officer is authorized to issue provisions to the mess against that credit. Provisions are obtained in the same manner in either case, and a monthly return of subsistence stores rendered on form N. M. C. 581–QM.

14–4

Who entitled.—Enlisted men of the Marine Corps, applicants for enlistment while held under observation, prisoners of war, and military prisoners at posts shall be entitled to receive one ration daily.

14–5

(1) *Daily ration statement.*—The commanding officer shall prepare the daily ration statement, N. M. C. 565–QM, to be forwarded to the post quartermaster, and shall be responsible for its correctness as affording the Quartermaster a ration issue basis.

(2) The daily ration statement will be summarized monthly on the monthly ration memorandum, N. M. C. 828, which should be carefully verified after being prepared.

(3) One ration will be allowed daily for each person actually present for rations, including men granted liberty not exceeding 48 hours, and men absent for any reason who take at least one meal at the post. (Comp. Dec., December 9, 1907.)

(4) When men are transferred from one Marine Corps post, organization, or mess to another, credit for rations will be taken on the basis of the number of meals furnished, three meals constituting a ration. For illustration: If a detachment of nine men is transferred after breakfast, credit for three rations should be taken. If a detachment of nine men joins after breakfast, credit should be taken for six rations. In cases of men transferred to or joining from naval vessels, or organizations subsisted by the Navy, credit for rations for the day of transfer will be taken by the ship, post, or organization from which transferred, unless the transfer is made before breakfast. No credit will be taken for fractional parts of rations on account of men transferred or joining.

(5) In computing the number of days patients are subsisted in hospital, the day of admission shall be disregarded and the day of discharge shall be included.

14–6

(1) *Subsistence for other branches.*—At stations where enlisted men of other branches of the service are subsisted by the Marine Corps upon competent authority, the cost of such rations furnished will be charged at the unit value thereof as determined at the beginning of the accounting period. When rations are furnished in this manner a statement (Form N. M. C. 738), in duplicate, showing the names and rates of the men, the period of time, number of rations furnished and cost, will be forwarded to the Quartermaster in order that steps may be taken to have the Marine Corps reimbursed in the amount involved.

(2) On expeditionary duty junior quartermasters of the same unit will forward this statement to the senior quartermaster, who will render a complete statement, in duplicate, as prescribed above, to the Quartermaster.

(3) Where enlisted men of the Marine Corps attached to naval vessels, or to organizations subsisted by the Navy, are temporarily subsisted by the Marine Corps (as in the case of a ship's marine detachment sent ashore for target practice) a list of the men so subsisted, showing the period each was subsisted and the number and cost of rations furnished, will be attached to

the return of subsistence for the month during which the rations shown thereon were furnished. The list must bear a certificate of the supply officer of the ship or organization to which the men belong that credit for rations for them for the periods shown thereon has not been claimed by him. Rations so furnished will be shown on the monthly ration memorandum under a separate heading.

14–7

On Army transport.—A detachment of marines traveling on duty under orders on a vessel of the United States Army Transport Service will be quartered and subsisted in the same manner as troops of the Army traveling thereon. The commanding officer of the detachment will certify to the proper transport officer the total number of rations drawn. Settlement for this subsistence will be made by check with the Army submitting proper bills, using the usual voucher form, upon which should be stated the number of men transported, the number of rations furnished, showing first and last meal, with dates, character, and unit price of rations, a copy of the order for each man transported, with reasons for such travel, and a receipt from the officer or other person in charge of the detachment that the travel actually has been performed as stated.

14–8

Discharged men returning to the United States.—An enlisted man of the Marine Corps discharged while serving at a station outside of the continental limits of the United States, who is furnished transportation to the United States on a Government vessel, will be allowed subsistence while on board. Payment for such subsistence will be effected in the same manner as in the case of enlisted men traveling on duty aboard a Government vessel.

14–9

(1) *On expeditionary service, when field hospitals* are established under a Marine Corps command, men attached thereto and patients shall be subsisted in the following manner:

(2) The field hospital will be given credit of one ration per day for each patient subsisted, officers as well as enlisted men, at the current value of the Marine Corps ration. If at the end of the month, it is found that the subsistence stores drawn from the Marine Corps by the hospital mess are in excess of the above-mentioned credit, such excess shall be covered by an invoice on which the Marine Corps will obtain reimbursement by transfer of funds from the appropriation "Medical Department, Navy," to the appropriation "General Expenses, Marine Corps." (C. M. C. M. 4.)

(3) Officers of the Marine Corps and the Navy who are patients in a field hospital shall be charged the actual cost of the patient's mess ration. Of this amount the cost of the regular Marine Corps ration shall be turned over to the accountable officer concerned as payment for the ration credit given to the

mess on his account, and the balance, if any, shall be turned over to the disbursing officer concerned, who will take it up on his account current as a credit to the appropriation "Medical Department, Navy." (C. M. C. M. 4.)

(4) Enlisted men of the Navy attached to a field hospital shall be rationed in the regular mess, and reimbursement at the value of the ration computed or fixed shall be effected by a transfer of funds, using Form N. M. C. 738.

14-10

Kitchen utensils, tableware, and mess furniture will be supplied by the Quartermaster's Department. Allowances will be announced in orders. Commanding officers will enforce rigid economy in regard to such property. Articles broken, lost, or damaged will be charged to the individuals at fault.

14-11

In the field the mess furniture of a marine will be limited to that which forms a part of the infantry equipment carried on his person and such devices for individual cooking as may be furnished by the Quartermaster's Department.

14-12

(1) *When serving with Army.*—Rations will be furnished by the Quartermaster Corps of the Army to officers and enlisted men of the Marine Corps when acting or proceeding to act in cooperation with the land forces of the United States, in conformity with the requirements of section 1143 of the Revised Statutes.

(2) Rations constitute an element of subsistence supplies, payment for which must be made in cash. Payment by check constitutes a cash payment as contemplated by the law.

14-13

Commissary not to be mess officer.—Under no circumstances will the officer accountable for subsistence stores, or noncommissioned officer under him in charge of such stores, be in charge of any enlisted men's mess, except at posts where there is only one officer on duty and in cases of detachments in charge of noncommissioned officers. (C. M. C. M. 1.)

14-14

Supernumeraries.—When persons who are not entitled to a ration are subsisted in enlisted men's messes they will be shown on the monthly ration memorandum, Form N. M. C. 828, as "supernumeraries" and will be charged the value of the rations issued to them. Moneys received from these rations will be taken up and entered as a separate line on the abstract of sales, Form N. M. C. 563, e. g., 100 supernumerary rations at $0.5130=$51.30.

PROCUREMENT OF PROVISIONS

14–21

From depots.—Depot quartermasters will furnish on the first of each quarter to all posts supplied by them a list showing the articles of provisions carried in stock. Requisition for subsistence stores carried in stock by depots, duly approved by the commanding officers, will be submitted to the nearest depot of supplies.

14–22

On monthly contract.—Monthly proposals will be issued by post quartermasters in the United States for fresh provisions, and for such items of dry provisions not obtainable from depots as may advantageously be purchased on monthly contracts.

14–23

On open-purchase requisition.—Post quartermasters are authorized to purchase competitively in the open market, as required, on open-purchase requisitions, approved by commanding officers, any articles of subsistence stores required for issue to messes that can not be obtained from depots, including fresh provisions of which only occasional issues are made. Fresh vegetables and fruits will only be procured when in season, and they shall be considered in season if the officer ordering can certify, in case of question, that at the time the order was placed they were on general sale in the local market by ordinary dealers in these commodities. The certificate of the officer concerned must give a list of the names, addresses, and prices of such ordinary dealers.

(2) Post quartermasters will prepare open-purchase requisitions (Form N. M. C. 461) in triplicate, whenever necessary, and submit the same to commanding officers for approval, who will return them to post quartermasters after approval or disapproval. These requisitions will be numbered consecutively for each fiscal year, commencing with Number 1, with the name of the station preceding the number, e. g., Quantico, Number 1. The original and duplicate of the requisition will be filed with the first voucher in the case, and the triplicate retained in the files as a permanent record at the post. Public vouchers covering such purchases will be handled in the same manner as other public vouchers at the post.

14–24

Awards of contracts for provisions will be made by individual items to the lowest responsible bidder on each item. (Act approved March 4, 1913.)

14–25

Competition shall invariably be had in making open purchases, formal bids being invited from at least three regular dealers, except where such is positively impossible; and all bids received, together with a record of proposals issued but not returned, shall be filed for future reference.

14–26

Proposals should embody specifications as to quality as closely resembling Marine Corps standard specifications as market conditions render practicable, or so phrased as to insure the procurement of articles of the best plain quality without controversy as to their suitability. Payments for net weights only should be specified. In case of meats, fish, fowl, etc., it will frequently be necessary to conform to local customs of cutting, cleaning, etc., but these points must be clearly laid down in order that controversy may not arise as to the weights claimed.

14–27

(1) Weights of containers shall be excluded and net quantities only are to be receipted for, irrespective of trade customs.

(2) The marked weights of fresh and frozen meats are usually excessive, owing to shrinkage or to nonconformity to the specified Marine Corps cut.

(3) Chickens and fowl, fresh, chilled, or frozen, are required by Federal Specifications Board specification No. 267 to be delivered dressed, i. e., with feathers only removed. Purchases will be made on that basis, and the contractor paid for the weight delivered.

(4) Fresh fish are required by specifications to be delivered with scales and tails off and clean, i. e., all entrails removed, and only the resulting net weight allowed.

14–28

(1) *Specifications.*—Articles received on contracts should be required to conform to the latest issue of standard specifications as quoted or referred to in the contract. Copies of specifications are procurable from the Quartermaster, Washington, D. C. Specifications provide that all deliveries shall conform to the requirements of the national food and drugs act of June 30, 1906, as far as applicable, and to the laws of the State in which deliveries are made.

(2) A complete set of Marine Corps specifications for subsistence stores will be kept up to date at all posts and stations.

(3) All contractors should be held to a rigid observance of the specifications of their contracts, and no deviations from the specifications should be tolerated unless absolutely necessary on account of lack of time or unforeseen conditions; and under no circumstances should contractors be permitted to substitute

other kinds or cuts of meats or meat-food products or any other items of provisions than those specifically covered by the contract.

(4) The Quartermaster will give careful consideration to requests for the purchase of special cuts and kinds of meats and other classes of provisions not specifically covered by contract, if the desirability of such purchases be brought to his attention, and arrangements will be made to have such requirements met by special purchases or through additional contracts. Consequently substitutions of any nature on provision contracts on the ground of convenience are not at all necessary.

Fresh (and frozen) meats.—The most careful study of meat specifications is essential for protection against inferior deliveries. All meat delivered under Marine Corps contracts is required to bear on it or on the original packages containing it the stamp or label of the Department of Agriculture that the meat has been "U. S. Inspected and Passed."

The word "fresh," whenever occurring in Marine Corps specifications for meats and meat-food products, shall be interpreted to include "chilled" fresh products which are not and have not been frozen.

Beef.—The specifications for beef call for a grade of beef generally obtainable in all markets and of a quality used largely in the shipping trade and by hotels and restaurants that cater to commercial rather than fashionable patrons.

Bull and stag meat can be detected by its unusually dark color, unusual leanness, and on the forequarter by the heaviness of the neck. Meat from females can be detected by parts of the udder remaining on the hind quarter and from the formation of the pelvic bone. In general, young cattle as required by the specifications can be distinguished by the bright red color of the backbone where it is split.

Veal.—Prime condition of the calf is indicated by the kidney, which should be covered with clear white fat.

Hamburger, sausage, etc., and corned beef.—Particular care should be exercised with these classes of meats that they bear certificates showing inspection by the Department of Agriculture, as so much opportunity exists for the introduction of adulterants and preservatives, and in view of the frequent practice of butchers to use for these items the remnants of carcasses as they collect. Meats and meat-food products to which substances have been added must bear labels plainly indicating the character and percentage of added substances.

The purchase of beef, hamburger style, is discontinued. When beef in this style is desired issued to the general mess it will be prepared at the station concerned. It may be readily prepared from trimmings cut from bones, shanks, necks, etc., to which may be added, if needed, the cuts that are ordinarily boiled or stewed, as navel flanks, flanks, and briskets. Cuts are stated in order of their economy.

Retail meats, i. e., meats delivered by the cut and which may be allowed for posts subsisted on the fixed Navy ration allowance, must be covered when bills are rendered by a certificate furnished by the contractor to the effect that they were "U. S. Inspected and Passed" before being cut up.

Butter.—Tubs which have been passed by inspectors of the Department of Agriculture will be sealed at the top by official caution labels, at each end of which will be stamped the inspection mark, slightly overlapping the seal.

Eggs delivered in the vicinity of New York must be accompanied, when required by the post quartermaster, by a certificate of inspection from the New York Mercantile Exchange that the eggs delivered conform to the specifications; and eggs delivered in the vicinity of San Francisco, Calif., must be accompanied, when required by the purchasing officer, by a certificate of inspection from the San Francisco Wholesale Dairy Produce Exchange that the goods delivered conform to the specifications.

Milk.—The contractor may be required to furnish a satisfactory certificate from a qualified veterinarian or from the board of health showing in specified terms that the herd from which the milk is obtained is free from all disease and has been specially examined for tuberculosis and found to be absolutely free from infection; also that the conditions surrounding the herd are hygienic and the care and handling of the milk sanitary.

Oysters and clams.—Post quartermasters must personally assure themselves that the conditions of the specifications have been strictly complied with.

14–29

Inspection of provisions.—Being responsible for provisions, the post quartermaster should enforce, in his own department, such inspection routine as may be necessary. Mess officers are responsible for the quantity and quality of all provisions received by their messes, and shall, either in person or by their proper representative, inspect all provisions received. The greatest care and vigilance should be exercised by commanding officers, post quartermasters, and, in fact, all officers serving at posts who are in any way brought in contact with the ration, to see that not only do the articles of the ration, as supplied by contractors, conform in all respects as to quality with the requirements of the contract and specifications, but furthermore to note that the quantities actually received are in accordance with the amounts called for in the dealer's invoices so that there may be no question that both in quantity and quality the rations supplied the men conform in every particular to the requirements of the contract. This is a question of the utmost importance, and the officers concerned are therefore enjoined to exercise the greatest vigilance in the matter.

(*a*) Nothing herein contained shall in any way relieve the Post quartermaster or his subordinates of their responsibility in the premises.

(*b*) Under all ordinary circumstances the net weights or measurements marked on standard packages from supply depots may be accepted.

(*c*) Receipts for open-market purchases should be given only for net quantities, exclusive of containers. To avoid controversy over special deductions for trimmings of meat, fish, fowl, etc., it is essential that the manner of trimming, cleaning, etc., be clearly agreed upon at the time of purchase.

(*d*) Contract deliveries will be inspected as to quantity in accordance with the preceding paragraph.

14-30

(1) *Inspection of meat.*—All meat and meat-food products for the Marine Corps, in the United States, will be inspected either at place of preparation or place of delivery, or both, by inspectors of the Bureau of Animal Industry, Department of Agriculture, with such exceptions as may be authorized by the Quartermaster, Marine Corps.

(2) Proposals for meat and meat-food products will contain a clause requiring bidders to state the name and location of the plant from which the meat and meat-food products are to be furnished and that no contracts will be entered into unless such products, other than smaller quantities provided for in paragraph 4, are to be prepared in an establishment regularly under the supervision of the inspectors of the Bureau of Animal Industry of the Department of Agriculture.

(3) To enable the inspectors of the Bureau of Animal Industry properly to inspect meat and meat-food products for compliance with Marine Corps specifications, at the time of preparation, all information (such as copy of contract and specifications) must invariably be furnished to them at the establishment where such products are prepared.

(4) When the quantities involved are so small that the supplies will be furnished from a branch house or from other unofficial establishments (unofficial in this sense indicates plants where there are no regular Federal meat inspectors, although the products have been prepared under Federal inspection, and so marked), the inspection for compliance with Marine Corps specifications will be made by the Bureau of Animal Industry inspectors at time of delivery at some designated place in the yard mutually agreeable to the inspector and the post quartermaster.

(5) Arrangements have been made with the Bureau of Animal Industry, when inspection is made at time of preparation, to have a special stamp, "U. S. M. C.," placed on all meat and meat-food products, and inspectors and Marine Corps officers assigned to duty at posts and stations are directed carefully to observe that meat and meat-food products are so marked on reinspection at time of delivery.

(6) Under the conditions of paragraph 4, and in emergencies, meat and meat-food products not bearing the special "U. S. M. C." stamp will be accepted. In emergency cases report in detail will be forwarded immediately to the Quartermaster, Headquarters.

(7) Proposals and contracts must clearly and explicitly refer to the specifications under which each item is to be furnished. When the amount involved for any one post or depot warrants inspection at place of preparation, proposals and contracts must also contain a clause requiring the contractor to notify the inspectors of the Bureau of Animal Industry concerned that he is about to prepare such products for the Marine Corps and will afford every facility for the inspectors to determine whether same are in compliance with Marine Corps specifications.

(8) Inspectors of the Bureau of Animal Industry are stationed in the following cities, where it will be possible for them to inspect or reinspect the meat and meat-food products at the time of delivery to the Marine Corps posts:

Boston, Mass	2001 Customhouse Building, Boston, Mass.
Hingham, Mass	
Bremerton, Wash	557 Central Building, Seattle, Wash.
Charleston, S. C	Food Inspection Building, Navy Yard.
Dover, N. J	1094 Broad Street, Newark, N. J.
Mare Island, Calif	501 Customhouse Building, San Francisco, Calif.
New Orleans, La	323 Post Office Building, New Orleans.
Pensacola, Fla	
Newport, R. I	407 Federal Building, Providence, R. I.
Iona Island, N. Y	303 U. S. Barge Office, New York, N. Y.
New York, N. Y	
Norfolk, Va	Post Office Box 465 (office 226 Water Street), Norfolk.
Philadelphia, Pa	520 Walnut Street, Philadelphia, Pa.
Portsmouth, N. H	2001 Customhouse Building, Boston, Mass.
San Diego, Calif	219 Federal Building, San Diego.
Indianhead, Md	Bureau of Animal Industry, Department of Agriculture, Washington, D. C.
Quantico, Va	
Washington, D. C	
Annapolis, Md	102 Customhouse Building, Baltimore, Md.
Parris Island, S. C.[1]	Federal Building, Augusta, Ga.

14–31

Canned meats from depots.—It will not be necessary to have inspected at posts and stations canned meat and meat-food products received from Marine Corps depots, as these articles have been inspected previously to delivery at the depot.

14–32

Standard packages.—Articles of the ration received in standard packages from supply depots or other accountable officers of the Marine Corps may, under all ordinary circumstances, be presumed to be in the same condition which warranted their original acceptance.

---

[1] NOTE.—The inspector in charge of meat inspection at Augusta is also in charge at Atlanta and Savannah, Ga.

14–33

(1) *Open-market purchases* should be required to conform to the specifications under which purchased, i. e., to be of the best plain quality, or, if standard specifications exist, to conform to them or to such modification as market conditions render necessary at time of purchase.

(2) Whenever fresh provisions have to be obtained under contract or by open purchase, the post quartermaster shall himself, or a commissioned assistant who has been designated as commissary officer and specifically authorized, sign in advance an order for each delivery and keep a copy of same in his office.

14–34

Record of articles received.—An account of all articles of the ration received from contractors will be kept in a book set apart for this purpose. All articles purchased during the accounting period, from whatever source, will be entered on the return. Articles that may be received on invoices will be taken up on the return, the invoices accompanying the return as vouchers.

14–35

Wholesale purchases of meats.—Whenever practicable, meats shall be procured in sufficient quantity to enable purchase under the wholesale contract, but when this is impracticable by reason of small messes, lack of storage facilities, etc., proposals may be issued and contracts made for the purchase of fresh meat by the cut at posts subsisted on the fixed Navy ration allowance.

14–36

Purchases against contractor's account.—Whenever, in accordance with the provisions of contracts, subsistence stores are purchased in the open market to be charged to the account of the contractor, the post quartermaster will promptly submit a detailed report of the case to the Quartermaster, a copy of which will be furnished the contractor.

14–37

Legality of purchases.—The purchase of certain items of provisions may not fall within the terms of the ration, and in case the post quartermaster has the slightest doubt as to the legality of such purchase the matter will be referred to the Quartermaster before purchase is consummated.

14–38

(C. M. C. M. 3)

Initial 30 days' provision supply for 1,000 men

The following will habitually constitute the first provision supply to be provided expeditionary forces per 1,000 men. If articles and quantities listed are deviated from, the issuing officer will enter appropriate notation on the face of the invoice in order to enable the receiving officer to take suitable action to establish ration value and maintain supply.

Article	Unit	Quantity for 1,000 men for 30 days	Number of packages	Total gross weight (pounds)	Total cubic feet
Baking powder	Pound	150	5 cs	190	5.40
Beverages:					
Cocoa	do	160	4 cs	224	8.00
Coffee	do	3,000	60 cs	3,060	120.00
Tea	do	130	2 chsts	164	7.33
Total		3,290			
Bread:[1]					
Biscuit, tinned	Pound	6,000	120 cs	8,640	380.00
Flour, wheat, tinned	do	26,000	520 cs	32,760	1,019.20
Flour, corn meal	do	1,000	10 sks	1,010	30.00
Total		33,000			
Butter	Pound	3,760	47 cs	5,170	98.70
Cereals and starch foods:					
Barley	do	100	1 sks	101	2.33
Cornstarch	do	120	3 cs	168	4.25
Hominy	do	200	2 sks	202	6.67

Article	Unit	Quantity for 1,000 men for 30 days	Number of packages	Total gross weight (pounds)	Total cubic feet
Cereals and starch foods (continued):					
Hominy grits	Pound	200	2 sks	202	6. 67
Oats, rolled	do	225	5 cs	270	13. 75
Rice	do	900	9 sks	909	25. 50
Tapioca	do	120	3 cs	168	4. 25
Total		1, 865			
Cheese, canned	Pound	1, 080	18 cs	1, 422	34. 38
Extracts, flavoring:					
Lemon	do	12	2 cs	40	1. 50
Vanilla	do	12	do	40	1. 50
Total		24			
Fruits: [2]					
Apple sauce, canned	Pound	560	14 cs	742	17. 50
Apples, canned	do	560	do	742	17. 50
Apricots, canned	do	1, 170	26 cs	1, 664	34. 66
Peaches, canned	do	1, 710	38 cs	2, 394	57. 00
Pears, canned	do	585	13 cs	819	17. 33
Pineapple, canned	do	1, 125	25 cs	1, 500	33. 33
Prunes, canned	do	1, 134	27 cs	1, 485	33. 75
Jam, assorted	do	2, 260	44 cs	2, 772	58. 67
Apples, evaporated	do	300	6 cs	384	12. 60
Total		9, 404			
Hops	Pound	50	2 cs	64	3. 00
Macaroni	do	550	11 cs	704	22. 00
Meats: [3]					
Bacon	do	5, 976	83 cs	7, 885	200. 03
Beef, dried, sliced	do	288	4 cs	388	10. 33
Beef, corned	do	9, 000	125 cs	11, 125	218. 75
Cod and haddock	do	624	13 cs	910	22. 75
Salmon	do	3, 024	63 cs	4, 410	99. 73
Sardines	do	600	24 cs	960	27. 98
Sausage, Vienna	do	1, 536	32 cs	2, 176	56. 00
Total		21, 048			
Milk	Pound	4, 512	94 cs	5, 922	125. 33
Mustard	do	48	2 cs	78	2. 17
Pepper:					
Black	do	48	do	78	2. 17
Cayenne	do	24	1 c	38	1. 58
Total		72			
Pickles	Pound	480	5 kgs	780	17. 92
Salt	do	1, 100	11 sks	1, 111	22. 99
Shortening:					
Lard	do	320	8 cs	416	9. 28
Lard substitute	do	1, 500	25 cs	2, 025	56. 25
Total		1, 820			
Sirup	Gallon	132	22 cs	1, 628	29. 26
Soda, baking	Pound	72	2 cs	84	1. 98
Spaghetti	do	550	11 cs	704	22. 00
Spices, assorted	do	48	2 cs	80	2. 17

Article	Unit	Quantity for 1,000 men for 30 days	Number of packages	Total gross weight (pounds)	Total cubic feet
Sugar, granulated	Pound	9, 000	90 sks	9, 090	232. 20
Vegetables:[4]					
Asparagus, canned	do	465	10 cs	650	12. 50
Beans, baked	do	2, 937	89 cs	4, 450	89. 00
Beans, kidney, dried	do	500	5 sks	505	11. 67
Beans, lima, dried	do	500	5 sks	505	12. 05
Beans, navy, white	do	2, 700	27 sks	2, 727	92. 23
Beans, string, canned	do	1, 140	38 cs	1, 634	34. 81
Beets, canned	do	1, 150	29 cs	1, 566	33. 81
Corn, canned	do	2, 250	75 cs	3, 150	68. 70
Onions, fresh	do	5, 300	53 sks	5, 353	206. 70
Peas, canned	do	1, 140	38 cs	1, 596	38. 00
Potatoes, fresh	do	31, 500	210 sks	31, 710	819. 00
Pumpkin, canned	do	1, 134	28 cs	1, 484	35. 00
Sauerkraut	do	1, 152	24 cs	1, 584	39. 98
Spinach, canned	do	2, 250	60 cs	3, 000	64. 80
Tomatoes	do	4, 488	102 cs	6, 222	148. 92
Total		58, 606			
Vinegar and sauces:[5]					
Catsup	Gallon	110	22 cs	1, 144	25. 52
Oil, salad	do	80	10 cs	750	15. 83
Sauce, Worcestershire	do	15	3 kgs	192	4. 25
Vinegar	do	128	8 kgs	1, 256	25. 32
Total		333			
Yeast	Pound	150	6 cs	180	3. 00

---

[1] The proportion of biscuit and flour may be changed to meet conditions of service.

[2] The aggregate of fruits is 85 per cent of total allowance. This is on the assumption that 15 per cent will be procurable in fresh fruits by local purchase.

[3] The aggregate of meats is 70 per cent of total allowance. This is on the assumption that 30 per cent will be procurable in fresh meats by local purchase. If conditions under which a force is to operate are known to be such that fresh meats can not be obtained, the full allowance will be furnished in tinned meats.

[4] The aggregate of vegetables is 166 per cent of total allowance. This is in order to make ample provision to cover the contingency of spoilage of potatoes and onions. In no case will fresh vegetables be supplied in excess of what can be consumed in 30 days.

[5] The aggregate of vinegar and sauces is 120 per cent of total allowance. This is in order to provide sufficient original containers to enable wide distribution of the main articles.

Thirty days' provision supply for 1,000 men—Continued

Article	Unit	Provision for 1,000 men for 30 days	Number of packages	Total gross weight (pounds)	Total cubic feet
Sauerkraut, canned	Pound	576	12	792	20.00
Sausage, Vienna style, canned	do	288	6	408	10.50
Sirup	Gallon	84	18	1,350	27.00
Spaghetti	Pound	400	8	512	16.66
Spices, assorted	do	24	1	41	1.75
Spinach, canned	do	300	8	400	16.66
Sugar:					
Granulated	do	8,600	86	8,686	236.50
Powdered	do	100	4	101	2.33
Tapioca	do	100	1	101	3.16
Tea	do	195	3	246	9.50
Tomatoes, canned	do	2,821	57	3,990	95.00
Vegetable shortening	do	1,320	22	1,782	51.33
Vinegar	Gallon	64	4	628	18.00
Meats, refrigerated	Pound	27,000		29,160	1,215.00
Eggs	Dozen	600	20	1,060	45.00
Ham and bacon, sweet pickled, smoked	Pound	1,209	13	2,080	49.92
Vegetables, fresh	do	47,000	470	56,400	1,880.00
Fruit, fresh	do	6,000	80	6,800	168.00
Yeast	do	75	3	90	1.50
Total				176,016	5,547.76

ISSUE OF PROVISIONS

14–51

(1) *Issues.*—Provisions may be issued by the post quartermaster to the value of the ration credit of the mess.

(2) In no case will an organization be allowed to draw articles of the ration and sales articles in excess of the total credit of the organization.

(3) An account of issues of articles of subsistence stores will be kept in a book devoted exclusively to such purpose. At posts where separate messes are maintained, an account by money value will be kept with each mess, but all issues will be consolidated and the rationing of the command conducted as for a single unit. It will be the duty of the post quartermaster to see that each individual mess is kept within its authorized ration allowance.

(4) The aggregate value of all articles of subsistence stores, including sales articles issued to a command as a unit, or to a mess, as the case may be, will be determined by computing the quantity of the various articles issued at the prices determined for the month, as prescribed by articles 14–82, and such aggregate will be entered on Form N. M. C. 563, in the space provided therefor.

(5) Form N. M. C. 563 will constitute the voucher for dropping the articles issued from the return of subsistence stores.

14-52

(1) *Monthly return.*—All provisions, including those purchased upon requisitions approved in accordance with article 14-23 (1), will be accounted for on the monthly return of subsistence stores, Form N. M. C. 581.

(2) When chickens and other fowl are purchased dressed, in accordance with Federal Specifications Board specification No. 267, the post quartermaster will be allowed to expend by certificate and drop from the return of subsistence stores a quantity representing 20 per cent of the gross weight of the actual issues, using the certificate as a voucher supporting the expenditure. The gross weight of the actual issues must be shown on the certificate.

14-53

Allowance of butter.—The Navy ration, prescribed by sections 1580 and 1581 of the Revised Statutes as amended by the act of June 29, 1906, includes a daily allowance to each person of 2 ounces of butter. Substitutes are authorized by these statutes for certain components of the ration, not including, however, butter, as to which accordingly no substitution can be made. (Letter Secretary of the Navy to Bu. S. & A., April 14, 1913.)

Maximum safe-keeping period

14-54

Navy specification No.	Article	Quantity	Period	Remarks
56-A-7	Apple sauce, canned	Pound	1 year	
56-A-3	Apricots, canned	do	do	
56-A-5	Asparagus, canned	do	do	
56-B-2	Bacon, canned	do	do	Reduce this period if possible.
56-P-13	Baking powder	do	9 months	
56-S-19	Baking soda	do	1 year	
56-B-22	Barley, pearl	do	do	Keep dry and cool, otherwise they will become musty, moldy, or weevily.
	Beans:			
56-B-23	Kidney, red	do	do	
56-B-24	Lima, dried	do	do	
56-B-27	Navy, white	do	do	
56-B-6	String, canned	do	do	
	Beef:			
56-B-25	Dried, sliced, canned	do	do	Reduce this period if possible.
56-B-8	Corned, canned	do	do	
56-B-21	Beets, canned	do	do	
56-B-19	Biscuits, canned	do	8 months	Keep dry and cool.
56-B-18	Butter, canned and cube or tub, cold storage of same.	do	1 year	Keep under refrigeration.
56-C-19	Catsup, canned	Gallon	do	
56-C-15	Cheese, canned	Pound	do	Reduce this period if possible.
56-G-1	Citron	do	do	Keep in cool place.
56-C-6	Cocoa	do	do	
56-C-16	Coconut, shredded	do	8 months	Keep dry and cool; look out for weevils.
56-C-17	Codfish and haddock, canned	do	1 year	Reduce this period if possible.
56-C-7	Coffee, green	do	do	
56-G-1	Corn meal	do	5 months	Keep dry and cool.

Maximum safe-keeping period—Continued

Navy specification No.	Article	Quantity	Period	Remarks
56-C-18	Cornstarch	Pound	1 year	
56-C-8	Corn, canned	do	do	
56-F	Figs, canned	do	do	
	Flavor, nonalcoholic:			
56-L-8	Lemon	Quart	6 months	
56-V-8	Vanilla	do	do	
56-F-7	Flour, buckwheat	Pound	5 months	Keep dry and cool.
56-F-6	Flour, Graham (wheat meal)	do	do	Do.
56-F-2	Flour, wheat	do	9 months	Keep cool, dry, and well ventilated; reduce period if possible.
56-H-7	Hams, sweet pickled, smoked	do	6 months	Delicate; keep stock to the minimum.
56-H	Hominy grits	do	8 months	
56-H-6	Hops	do	1 year	
56-J-1	Jams, assorted, canned	do	do	
56-S-22	Vegetable shortening	do	do	
56-M-1	Macaroni (spaghetti)	do	do	Perishable; reduce period if possible.
56-M-4	Milk, evaporated	do	do	Turn cases monthly; shake cans before opening.
56-M-11	Mincemeat	do	5 months	Must be kept cool; refrigerate if possible.
56-S-25	Mustard, ground	do	1 year	
56-N-1	Nuts, mixed	do	6 months	
56-P-2	Peaches, canned	do	1 year	
56-P-3	Pears, canned	do	do	
56-P-5	Peas, canned	do	do	
	Pepper:			
56-S-25	Black	do	do	
56-S-25	Cayenne	do	do	
56-P-7	Pickles	do	do	Reduce to 8 months wherever possible.
56-P-16	Pineapple, canned	do	do	
56-P-11	Prunes, canned	do	do	
56-P-17	Pumpkin, canned	do	do	
56-R-1	Raisins, canned	do	do	
56-R-2	Rice	do	do	Keep dry and cool; otherwise it will become musty or moldy or weevily.
56-G-1	Rolled oats	do	5 months	Do.
56-S-1	Salmon, canned	do	1 year	
56-S-2	Salt	do	Indefinite	
56-S-18	Sardines, canned	do	1 year	
56-S-20	Sauce, Worcestershire	Gallon	do	
56-S-3	Sauerkraut, canned	Pound	do	
56-S-21	Sausage, Vienna, canned	do	do	Reduce this period if possible.
	Spices:			
56-S-25	Allspice	do	do	Reduce this period if possible to 8 months.
56-S-25	Cinnamon	do	do	
56-S-25	Cloves	do	do	
56-S-25	Curry powder	do	do	
56-S-25	Ginger	do	do	
56-S-25	Sage	do	do	
56-S-25	Thyme	do	do	
56-S-17	Spinach, canned	do	do	
	Sugar:			
56-S-11	Granulated	do	Indefinite	
56-S	Powdered	do	4 months	
56-T-6	Tapioca	do	1 year	Keep dry and cool; otherwise will become musty or moldy or weevily.
56-T-1	Tea	do	do	
56-T-2	Tomatoes, canned	do	do	
56-T	Tongue, canned	do	do	
56-V-3	Vinegar	Gallon	do	

14-55

(1) *Subsistence stores longest on hand,* if in good condition, will be issued first. Reserve stocks must be continuously turned over and not allowed to deteriorate.

(2) Subsistence stores in good condition but not required for use will be immediately reported to the Quartermaster. Stores liable to rapid deterioration, or in other urgent cases, such as sudden abandonment of a post, may be sold or otherwise disposed of on the recommendation of the post quartermaster, approved by the commanding officer.

14-56

Perishable provisions shall not be procured in greater quantities than can probably be used before spoiling.

SALES OF PROVISIONS

14-61

To whom.—(1) At navy yards and stations where no Navy commissaries are operated, the post quartermaster may, when authorized by the commanding officer, make sales of provisions, including fresh bread, for cash, to those listed below. At navy yards and stations where Navy commissaries are operated, but where fresh, smoked and salted meats, and bread are not sold, the post quartermaster may sell these components of the ration. Sales may be made to officers or enlisted men, to civilian employees of the Marine Corps, and to welfare organizations now authorized to purchase, on their certificate that the articles are for their personal or family use, or for the use of a mess of which they are the caterer, the members of which are entitled to sales privileges under these regulations. Sales may also be made, under similar conditions, for cash, to a member of the immediate family of an officer or enlisted man during his absence, upon a written request by him to the post quartermaster. Sales to officers and to noncommissioned officers of the first pay grade, including chief petty officers of the Navy when attached to a Marine Corps post or organization, if paid for within 10 days from the end of the calendar month in which made, will be regarded as cash sales. A company, detachment, or exchange may purchase for cash under similar conditions and upon the certificate of the officer in charge.

(2) Members of the Marine Corps Reserve on inactive duty will not be permitted to purchase from the commissary.

(3) Officers of the Public Health Service, and officers and enlisted men of the Army, Navy, and Coast Guard, and honorably discharged officers and enlisted men of the Army, Navy, and Marine Corps who are being cared for and are receiving medical treatment from the Veterans' Bureau, while undergoing such care and treatment, are permitted to purchase provisions at the same price as is charged to officers and enlisted men of the Marine Corps.

SALES OF PROVISIONS

14–61

(C. M. C. M. 2)

(1) *To whom authorized to be made.*—At navy yards and stations where no Navy commissary store is operated, sales of provisions (including fresh bread) may be made, when authorized by the commanding officer, to the following persons, on their certificate that the articles they purchase are for their personal or family use, or for use of a mess, organization, or activity in their charge, all members of which are entitled to sales privileges under these regulations:

(*a*) Officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard, and officers of the Public Health Service, both active and retired.

(*b*) Members of the Nurse Corps.

(*c*) Members of the Marine Corps Reserve and Naval Reserve on active duty.

(*d*) Members of the Fleet Marine Corps Reserve and the Fleet Naval Reserve on inactive duty who were transferred to the reserve after 16 or 20 years' service.

(*e*) Members of the immediate family of an officer or an enlisted man absent on duty or leave (i. e., wife, children, and parents and relatives who are actually members of his household), upon his written request and certificate.

(*f*) Honorably discharged officers and enlisted men of the Army, Navy, and Marine Corps who are being cared for and are receiving medical treatment from the Veterans' Bureau, while undergoing such care and treatment.

(*g*) Officers and crews of vessels of the Lighthouse Service and light and depot keepers of the Lighthouse Service.

(*h*) Companies, detachments, and exchanges, upon the request and certificate of the officer in charge.

(*i*) Civilian employees of the Marine Corps at stations beyond the continental limits of the United States where it is impracticable for them to purchase suitable provisions from civilian agencies.

(2) Sales will be made for cash paid at the time of sale, except that in the case of officers, companies, detachments, and exchanges, and enlisted men of the first pay grade (including chief petty officers of the Navy attached to a Marine Corps post or organization) charge sales may be permitted, to be paid for within ten days from the end of the calendar month in which made, but such sales to enlisted men will be limited to two-thirds of their unobligated monthly pay. Purchases of apparently excessive quantities of provisions will be reported by the accountable officer concerned to the commanding officer, who will cause them to be investigated to satisfy himself that only those entitled to the sales privilege are being supplied.

(3) At navy yards and stations where a Navy commissary store is operated, but does not handle fresh bread, fresh, smoked and salted meats, those components of the ration may be sold as authorized in preceding two paragraphs. Fresh meats will be sold only to the extent and in such proportions of the various cuts as will not deprive enlisted men's messes of an equitable proportion of the choice cuts.

14-62

Articles purchased by the Marine Corps by net weight will be sold at net weight at the time of sale. Where the weight of a wrapper or cover was included in the weight of an article at the time of purchase, it will be included in the weight when the article is sold. Articles in cartons, packets, or sealed cans will be sold as purchased. Stores longest on hand will, if in fit condition, be sold first.

14-63

Price list.—(1) The price to be used for sales of provisions for cash to authorized persons will be the price shown on first line of Return of subsistence stores, Form N. M. C. 581, as price per unit, plus overhead. On the first day of each month a price list will be prepared, a fraction of a cent less than 5 mills will be disregarded, a fraction of 5 mills or more will be computed as a whole cent. All price lists should bear the notation "Prices subject to change without notice." This price list will govern for the balance of the month, but the prices will be changed for sales only, if a shipment is received during the month the prices of which are at great variance with the published list. One copy of the list will be furnished to the commanding officer, one posted in the salesroom, and one copy forwarded to the Quartermaster.

(2) Where authority is granted to carry for sale an article of better quality than the issue quality, or in special size container, such as bacon, 9 ounces; or chipped beef, 7 ounces, such articles will be carried on the return separately.

14-64

Resale of supplies.—The commanding officer will regulate the sale and delivery of supplies. Selling or bartering of supplies purchased from the sales commissary is forbidden, except by post exchange.

14-65

Monthly abstract.—Sales will be abstracted monthly on Form N. M. C. 563, Abstract of sales of subsistence stores, and the proceeds will be accounted for monthly. The actual quantity sold should be expended at the unit price and any difference taken up as excess cash on the account sales. The commanding officer will satisfy himself that the sales have been properly authorized and duly made and will so certify on the abstract. When the proceeds of sales of provisions are remitted to the disbursing assistant quartermaster on duty at Headquarters, Washington, D. C., this form will be prepared in quadruplicate, the original and one copy forwarded therewith. The other copies will be used by the officer making the sale, one accompanying his provision return, *which should bear the autograph signature of the accountable officer,* the other being retained. This form should be prepared in quintuplicate

The actual quantities of [illegible] purposes will be shown on accompanying certificate [illegible] in article 14-66 (2) when these funds are forwarded to any other disbursing assistant quartermaster, the original and two copies being forwarded therewith; the other two copies will be used by the officer making the sale, one of which, accompanied by the acknowledgement of the receipt of the cash by the disbursing officer, will accompany his return. When the selling officer is also the disbursing officer, the form should be prepared in quadruplicate, the original to accompany his account current to the General Accounting Office, Military Division, Washington, D. C., one copy to accompany the account current to the Quartermaster, one copy to accompany his provision return, and the remaining copy to be retained.

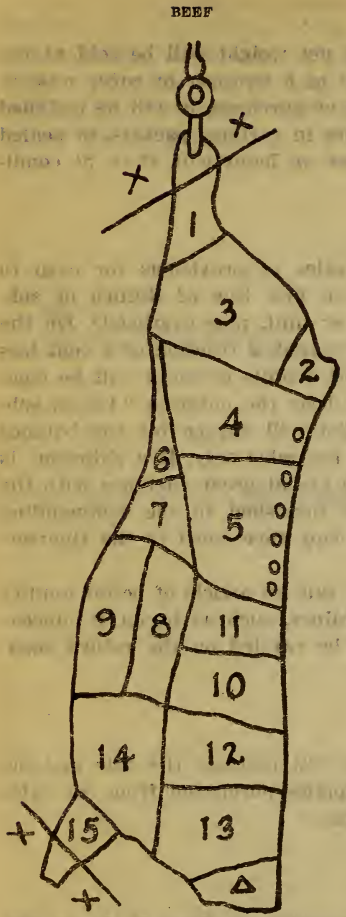

Fig. 1.—Side of beef trimmed in accordance with Navy Specification 56B9—Carcass beef in small cuts; 1, Hind shanks for soup; 2, rumps for roast; 3, rounds for steak; 4, sirloin steaks; 5, porterhouse steaks; 6, flank steaks; 7, flanks for boiling; 8, short ribs for roast; 9, navel flanks for boiling; 10, rib roast; 11, rib steaks; 12, chuck steaks; 13, chuck roasts; 14, briskets for boiling; 15, shanks for soup; xx, knuckles off; oooo, lumbar and kidney fat out; Δ, 4 vertebra off

14–66

Sale of meats.—In order to provide a uniform method of selling cuts of meats to authorized persons and messes for cash the following tables are furnished showing the percentages of the quarters, sides, and carcasses of certain cuts of beef, mutton, and veal, together with the percentage of the cost price to be charged for these cuts.

(*a*) The base price to be used is to be the unit price of the particular kind of meat sold.

(*b*) To determine the sales price of any cut, the unit price should be multiplied by the percentage in the column "Percentage of issuing price." For example, with beef at unit price of 12 cents per pound, porterhouse steak should be sold at 200 per cent of 12 cents, or 24 cents per pound. On the same basis chuck roasts would be sold at 70 per cent, or 8.4 cents per pound.

(*c*) The actual quantity of meat sold should be expended at the unit price, and any differences taken up as excess cash on the account sales.

Table showing cuts, percentage of issuing price, etc.

	Per cent	Percentage of issuing price
CARCASS BEEF IN MARKET CUTS		
Ribs	9.10	125
Loins	17.50	160
Rounds	23.11	90
Flanks	5.10	100
Navel end	8.47	70
Chucks	33.00	85
Shrinkage	3.72	
	100.00	
CARCASS BEEF IN SMALL CUTS		
1. Hind shanks for soup	3.82	30
2. Rumps for roast	3.83	70
3. Rounds for steak	15.46	110
4. Sirloin steaks	9.00	130
5. Porterhouse steaks	8.50	200
6. Flank steaks	1.00	170
7. Flanks for boiling	4.10	80
8. Short ribs for roast	4.00	80
9. Navel flanks for boiling	4.47	60
10. Rib roast	3.50	110
11. Rib steaks	5.60	140
12. Chuck steaks	13.00	110
13. Chuck roasts	10.00	70
14. Briskets for boiling	6.00	90
15. Shanks for soup	4.00	40
Shrinkage	3.72	
	100.00	
BEEF HIND QUARTERS IN SMALL CUTS		
~~Hind shanks for soup~~	3.82	30
~~Rumps for roast~~	3.83	70
~~Rounds for steak~~	15.46	110
~~Sirloin steaks~~	9.00	130
~~Porterhouse steaks~~	8.50	200
~~Flank steaks~~	1.00	170
~~Flanks for boiling~~	4.10	80
~~Shrinkage~~	2.72	
see change in front of [illegible]	48.43	
~~BEEF FORE QUARTERS IN SMALL CUTS~~		
~~Short ribs for roast~~	4.00	80
~~Navel flanks for boiling~~	4.47	60
~~Rib roasts~~	3.50	110
~~Rib steaks~~	5.60	140
~~Chuck steaks~~	13.00	110
~~Chuck roasts~~	10.00	70
~~Briskets for boiling~~	6.00	90
~~Shanks for soup~~	4.00	40
~~Shrinkage~~	1.00	
	51.57	
~~Hind quarters~~	48.43	100
~~Fore quarters~~	51.57	100
	100.00	

See change in front of [illegible]

	Per cent	Percent age of issuing price
CARCASS SHEEP IN SMALL CUTS		
Legs	23.73	100
Loin chops	20.34	130
Flanks	3.39	50
French chops	20.34	155
Stew	30.50	60
Shrinkage	1.70	
	100.00	
HINDS, SHEEP		
Legs	49.13	100
Loin chops	42.11	130
Flanks	7.01	50
Shrinkage	1.75	
	100.00	
FORES, SHEEP		
French chops	39.34	155
Stew	59.01	60
Shrinkage	1.65	
	100.00	
Fore quarters	51.69	90
Hind quarters	48.31	110
	100.00	
CARCASS VEAL IN SMALL CUTS		
Breast	14.41	90
Chops	18.01	135
Chucks	17.12	70
Shanks	5.42	50
Legs	21.61	135
Loins	14.41	110
Flanks	3.61	70
Shanks	3.60	50
Shrinkage	1.81	
	100.00	
FORES, VEAL		
Breast	25.82	90
Chops	32.26	135
Chucks	30.67	70
Shanks	9.67	50
Shrinkage	1.58	
	100.00	
HINDS, VEAL		
Legs	48.98	135
Loins	32.66	110
Flanks	8.16	70
Shanks	8.16	50
Shrinkage	2.04	
	100.00	
Fore quarters	55.85	90
Hind quarters	44.15	110
	100.00	

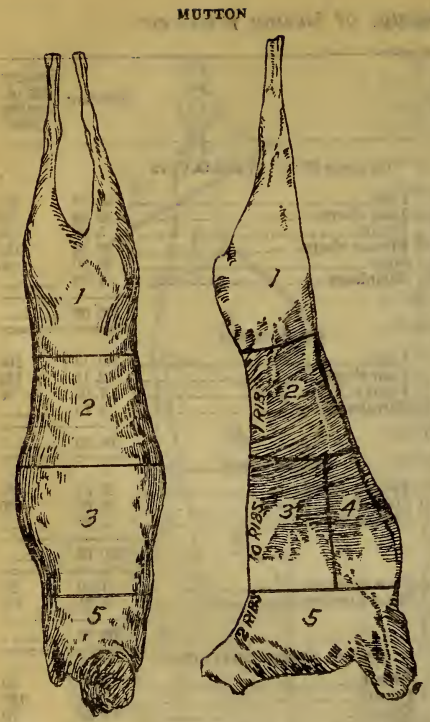

FIG. 2.—Cuts of mutton and lamb: 1, 2, saddle; 3, 4, 5, rack; 1, 2, 3, long saddle; 2, 3, 4, 5, body; 1, leg; 2, loin; 3, short rack; 2, 3, back; 4, breast; 5, chuck; 4, 5, stew

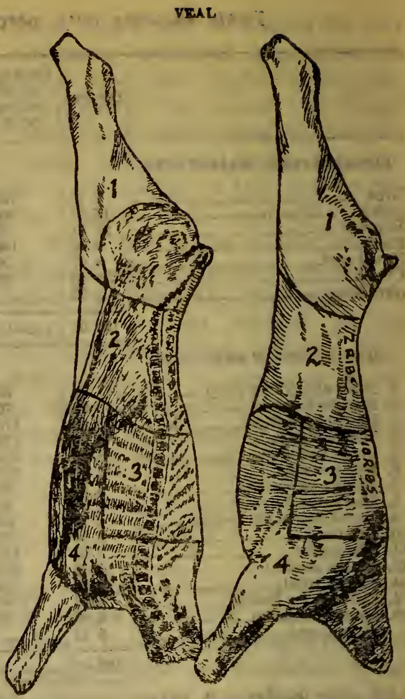

FIG. 3.—Cuts of veal: 1, 2, saddle (or 2 hind quarters); 3, 4, rack (or 2 fore quarters); 1, leg; 2, loin; 3, ribs; 4, stew

14-67

Sale of empty food containers.—Proceeds from sales of empty food containers will be deposited in the Treasury as "Miscellaneous receipts." Such sales will be reported as a separate entry on the Abstract of sales, Form N. M. C. 563. (See Comp. Dec. February 1, 1913.)

14-71

SURVEYS OF PROVISIONS

(1) The post quartermaster will keep himself informed as to the condition of provisions and see that unfit articles are promptly surveyed, removed from contact with good stock, and disposed of as recommended. Fresh provisions should, when necessary, be overhauled and sorted. "The medical officer shall,

14-66

SALE OF MEATS. -- (1) In order to provide a uniform method of cutting meat for sale purposes, and the determining of prices to be used, the following tables showing the percentages of weight of the quarters, sides and carcasses of certain cuts of meat together with the percentages of the cost price to be charged for such cuts, will be used. To the prices determined by this method will be added the overhead of 10 per cent in arriving at the prices to be shown on the monthly price list.

(2) The base price to be used will be the unit contract price of the particular kind of meat sold.

(3) To determine the sales price of any cut, the unit price should be multiplied by the percentage in the column "Percentage of issuing price." For example with beef at the unit price of 12 cents per pound, porterhouse steak should be sold at 200 per cent of 12 cents, or 24 cents per pound, plus 10 per cent overhead. On the same basis chuck roast would be sold at 115 per cent or 13.8 cents per pound, plus 10 per cent overhead. No variation from prices established by this method will be permitted without specific authority of the Quartermaster, Headquarters Marine Corps.

(4) Where the selling of meat involves cutting and subsequent sale under a different title and at a different price from that which the Government had paid for the whole piece, the actual quantities of meat cut for sales purposes and sold during the accounting period will be shown on the abstract of sales under the same title as purchased and at the unit contract price paid for the whole piece (carcass, side, quarter or wholesale cut). All such entries on the abstract of sales will be supported by a separate certificate setting forth in detail the quantities of each cut together with the prices and extensions. The quantities, prices and extensions shown on this certificate will be arrived at by a recapitulation of all the sales slips for the

accounting period covering the sales of such cuts and this fact will be certified to on the face of the form by the accountable officer. The difference between the total amount of individual sales and the total money value of the corresponding item on the abstract of sales plus 10 per cent will be taken up as a separate item on the abstract as "Gain on meat sales ". Where trimmings, i. e., tallow and bones, are sold in accordance with section 3743, Revised Statutes, the proceeds thereof will be shown on Form NMC 563 as a separate entry, and the total "Gain on meat sales " reduced accordingly. The following example will serve to show the manner in which it is desired to make up the certificate in question:

Station.............................
Date.............................

Certificate supporting meat cut and sold during the month of____________under different title and at different price from that under which government purchase was made.

- - - - - - - - - - - - -

AS SHOWN ON ABSTRACT OF SALES			
1500 lbs. Beef, fresh, hinds	@ .20	$300.00	
		plus 10%	$330.00
ACTUALLY CUT AND SOLD AS		Includes 10%	
126 lbs Hind shanks	@ .07	8.82	
156 lbs Rump	@ .15	23.40	
413 lbs Round	@ .24	99.12	
285 lbs Sirloin	@ .29	82.65	
264 lbs Porterhouse	@ .44	116.16	
106 lbs Flank	@ .18	19.08	
150 lbs Trimmings	@ .02	3.00	
		$352.23	$352.23
Gain on beef			$22.23

- - - - - - - - - - - - - - - - -

Note. All meat cut and sold should be shown as above on the same certificate. The total amount gained by all such transactions should be shown on the Abstract of Sales as a separate item. At the bottom of this certificate will be shown the following: "I CERTIFY that the quantities of all meat cuts shown above were arrived at by an actual recapitulation of all individual sales made during the accounting period" and signed by the accountable officer.

(5) It will be noted that the percentage tables covering cutting of hind and fore quarters of beef permit a wastage of 10 per cent. This figure represents bone, fat, suet and trimmings that in most instances are salable. Every effort will be made to secure proper cash return for this item and, when sold, it should be listed on the certificate as "Trimmings", giving weight and total amount realized by sale. Special wholesale cuts of meats such as beef ribs purchased for sales purposes will be shown on the abstract of sales under the same title as purchased and at the contract price. A selling price will be established for such cuts that will insure a full return to the Government for the cost thereof. To this established selling price will be added the overhead of 10 per cent and the record of sale will be shown on the certificate supporting the abstract of sales in the manner outlined above.

(6) Meat products such as fresh ham, smoked hams, sausage, etc., which produce no waste or trimmings will be sold at the contract price plus the overhead of 10 per cent.

when required, inspect the provisions, and report any that are unsound or likely to cause illness."

(2) Storerooms must be kept clean and in good order, and every opportunity should be availed of for thorough cleaning of the refrigerator rooms and vegetable lockers.

14-72

(1) *Survey officer.*—Commanding officers of posts shall appoint at the beginning of each quarter, to serve to the end of it, a surveying officer for provisions. To this officer the post quartermaster shall refer, either orally or in writing, all such provisions as he may consider unfit for use, provided they do not exceed in value, on any one occasion, $300.

(2) The surveying officer shall keep an itemized record of all his surveys, which, in case of his disability, shall be used and referred to by the officer appointed in his place. He shall make the report at the end of each month, or earlier if ordered. Provisions found to be unfit for use according to this report will be consolidated on a monthly survey, or survey for the period covered by the subsistence return rendered, using Form N. M. C. 17, which must be completed in all details and may be approved by the commanding officer of the post or organization. Surveys must be approved before being acceptable as vouchers to the return.

14-73

Board of survey.—Where the amount involved on any one occasion exceeds $300, a board of survey will be requested in the manner prescribed for surveys on property.

14-74

Surveys should in all cases show the name of the contractor from whom the provisions were received, the date of their receipt, and the contract number.

Return of Subsistence Stores

14-81

(1) *Rendition.*—The Return of Subsistence Stores will be rendered on Form N. M. C. 581-QM (revised) monthly and will be forwarded to the Quartermaster within 10 days after the expiration of the month to which it pertains, accompanied by supporting vouchers, such vouchers to be properly numbered, briefed, and clearly legible.

(2) When there is a change in accountable officers during a month, an inventory of all provisions on hand will be made. The old accountable officer will submit a complete return and forward same to the Quartermaster. The new accountable officer will render a complete return for the balance of the month, using the same ration allowance value as used for the first part of the month.

(3) Depots of supplies and organizations acting as depots where no troops are subsisted will ~~render quarterly certificate of balances and~~ account for the subsistence stores in the same manner as public property, keeping the subsistence stores account entirely separate from the property account.

14–82

(1) *Computation of value of ration.*—On the first day of each month the value of the ration for the month will be computed and entered on the Computation Table on Form N. M. C. 581, carrying the value of each component to the fourth decimal place. The unit prices to be used in computing the value of the ration for the current month will be the current contract price; last contract price, where there is no current contract; or invoice price of the last lot received prior to the first day of the month. Such price will be entered on line "Prices per unit" on the return. For newly established posts or organizations, where no contracts have been made, the invoice price of the first lot of a component received by invoice or purchase, will be used in computing the value of the ration for the first month, or part thereof. Organizations on the fixed Navy ration allowance will not be required to compute the cost of the ration, in lieu of which the ration allowance as fixed from time to time by the Secretary of the Navy will be used.

(2) Computation table for determining unit ration value:

Per cent	Component	Quantity allowed	Unit price	Value
100	Flour, issue ... pounds	112.5		
30	Bacon, issue ... do	37.5		
70	Beef, issue, fresh ... do	122.5		
10	Beans, Navy, dry ... gallons	.9375		
60	Potatoes, fresh ... pounds	105.0		
20	Onions, fresh ... do	35.0		
10	Tomatoes, canned ... do	7.5		
30	Apples, evaporated ... do	1.125		
30	Peaches, canned ... do	2.25		
40	Jam, blackberry ... do	3.00		
15	Cocoa, issue ... do	1.875		
75	Coffee, R. and G ... do	9.375		
10	Tea, issue ... do	.3125		
100	Milk, evaporated ... do	6.25		
100	Butter, issue ... do	12.5		
100	Cheese, issue ... do	3.57		
100	Lard, issue ... do	7.875		
100	Macaroni, issue ... do	3.57		
100	Mustard, dry ... do	.446		
100	Pepper, black ... do	.446		
100	Pickles, cucumber ... do	3.57		
100	Salt, issue ... do	3.57		
100	Sirup, issue ... gallons	.446		
100	Cinnamon ... pounds	.1116		
100	Sugar, granulated ... do	25.0		
100	Vinegar ... gallons	.8928		
100	Baking powder ... pounds	.5		
100	Extract, lemon ... do	.0875		
	Value of 100 rations			
	Value of 1 ration			

(3) The various quantities of articles on hand on the first day of the month, as shown by an inventory on last day of previous month, will be entered on line "Balances on hand, per last return." The unit prices for such articles will be the current monthly contract price; last contract prices, where there is no current contract; or invoice price of the last lot received prior to the first day of the month; and such prices will be entered on line "Prices per unit."

(4) Where there is no stock on hand of an issue article (as distinguished from miscellaneous articles), on the first day of the month, and the article is not a component used in computing the value of the ration, prices will not be entered on line "Prices per unit" unless a supply is received during the month, in which case the invoice or contract price of the first lot received will be entered and will govern for the balance of that month.

(5) Prices once determined and entered on the return will govern all expenditures during the month, except as modified by that part of article 14-63, applying to stores received during the month the prices of which are at great ~~variance with established prices, and then only after all stock at the old price~~ variance with established prices, and then only after all stock on hand at the old price has been expended.

(6) Where stores are received at posts from expeditionary forces or abandoned posts, the articles will be receipted for at the invoice prices and carried on the return of the receiving officer at his current prices, and issued accordingly.

(7) In computing the cost of the ration on the first day of the month for articles where it is necessary to use the price of the last lot received, as specified above, should any of the last lots contain two or more lots of the same articles received on the same invoice or on the same date, at different prices, the unit price will be determined by dividing the total value of such lots by the total quantity, carrying unit price to the fourth decimal place. The same procedure applies in determining the price of issue articles other than components, to be shown on the return as "Price per unit."

(8) In computing the cost of the ration, when component articles of the ration are provided for in the contract, or furnished on invoice, in different kinds of packages, the price varying with the package, the current or invoice price of the article in the least expensive package will be used.

(9) If, at a post or station, a component article of the ration has not been supplied, or if, for any other reason, the post quartermaster is unable to determine the current price for use in computing the cost of the ration, the price for the month (or until a supply is received) will be fixed by the Quartermaster, who will base it, whenever practicable, upon the last price at the place designated as the source of supply of the article for the post or station.

(10) The procedure outlined in the preceding paragraphs does not apply to miscellaneous articles procured for sales or issue purposes, or to stores procured by local purchase during the month, for which there is no contract; such articles will be taken up separately on the return and expended at the price at which received, and will be shown separately on the voucher expending same.

(11) Where beef, fresh, as described in existing Marine Corps specifications, is not obtainable for issue or, because of lack of storage facilities or other reason, purchase of same is not practicable, and live cattle are purchased and kept on hand to supply fresh beef for troops, the following method will be used in determining the net weight and unit price of beef, issue, to be taken up on the subsistence return.

Live cattle will be taken up on the return in the following manner:

EXAMPLE

5 steers, at $54.00 each------------------------------------ $270.00

and so shown on the public voucher covering purchase. When issued for slaughter such cattle will be expended by certificate and, after being slaughtered and the carcasses dressed to the condition required by existing Marine Corps specifications and cut shown in article 14–66, the resulting net weight of beef, fresh, will be taken up on the return as "Beef, fresh." The certificate should read as follows:

EXAMPLE

5 steers, at $54.00 each------------------------------------ $270.00

expended for slaughter and

3,375 lbs. beef, fresh, issue, @ $0.8 lb-------------------- $270.00

taken up for issue;

the unit price of beef, fresh, issue, being determined by dividing the total cost of the live cattle plus the cost of slaughtering, if any, by the net weight of issue beef derived from the slaughter of the cattle.

The unit price of fresh beef, issue, covering all slaughtering during the month obtained, as shown above, will be determined on the last day of each month and will be used as the price of fresh beef for the following month. Live cattle remaining on hand at the end of any month will be carried over to the next month's return at the price per head for the last lot purchased.

Purchase of live cattle, when necessary, will be made by a representative of the Quartermaster's Department, who will also arrange for the care and maintenance of the animals until they are converted into fresh beef.

14–83

Enter on the Statement of Ration Allowance on Form N. M. C. 581 the value of unused allowance from previous month; the total number of rations as shown by monthly ration memorandum Form N. M. C. 828, together with computed or fixed allowance per ration and the aggregate value of same; subtract total value of subsistence stores issued, as per abstract of issues, Form N. M. C. 563, from total ration credit, which will give the value of unused ration allowance to be carried to succeeding month. The value of any unused allowance will be carried forward to the return of the following month of the current quarter as an additional allowance, but no unused allowance existing at the end of a quarter will be carried to the succeeding quarter. All unused allowance at the end of a quarter will revert to the Government and will not be taken up on the ration return of a succeeding quarter.

14–84

(1) ***Over or under credit.***—In the event an accountable officer was not informed of the presence of men entitled to rations, and did not take credit during an accounting period, he is entitled to take credit for such rations during the accounting period in which such information is furnished to him.

(2) In the event an accountable officer was not informed of the absence or transfer of men entitled to rations and took excess credit during an accounting period, he will make the necessary deduction from the number of rations due for the accounting period in which such information is furnished him.

14–85

Weighing and measuring stores.—Great care should be exercised in taking up and issuing stores in pounds and gallons according to headings on the return.

14–86

(1) ***A monthly inventory*** will be taken on the last day of each month by the accountable officer, or, in case it is impracticable for the accountable officer to take such inventory, by one or more commissioned officers designated by the commanding officer, and the certificate, on Form N. M. C. 581, that such inventory was taken signed by the officer or officers taking the inventory, such inventory to be an actual physical inventory of the various storerooms on the last day of the month or last day of the period for which the return is rendered.

(2) If, after taking his monthly inventory, an accountable officer finds that minor shortages exist through waste, breakage, errors, etc., he is allowed to drop such shortages from his returns on a certificate approved by the commanding officer. Unusual discrepancies not covered by the above will be accounted for by survey. Wastage will be reported only when it actually exists as determined by the monthly inventory.

(3) When the monthly inventory indicates that stores are on hand in excess of the paper balances, the excess will be taken up under the heading "Gains."

PREPARATION OF VOUCHERS

14–91

(1) At the end of each month itemized vouchers will be prepared in favor of contractors for the actual quantity of the component or substitutive articles of the ration purchased during the month under existing contracts and forwarded to the officer of the Quartermaster's Department authorized to pay same.

(2) The firm name of the payee on the monthly voucher and the signature to the certificate of correctness on the contractor's bill (or on the voucher form) should agree literally with the signature to the contract in each instance.

(3) The various quantities of the same item stated on the contractor's bills should be consolidated before the items are transcribed to the vouchers and such accounts prepared on Forms N. M. C. 377 and 377a in the manner illustrated below:

Date of delivery or service, 192–	Item No.	Quantity	Unit	Article or service	Unit price	Amount
(9)	(10)	(11)	(12)	(13)	(14)	(15) (16)
July 1–31	1	1,500	Pound	Beef, fresh	$0.1162	$174.30
Do	23	45	Gallon	Vinegar	.113	5.09
Do	38	12	Bottle	Lemon extract (4-ounce bottles)	.16	1.92

(4) The following blank forms pertain to the Return of subsistence stores:

N. M. C. 581–QM	Return of subsistence stores.
24	Invoice and receipt for subsistence stores.
377	Combination purchase order and public voucher.
563	Abstract of articles of subsistence stores issued or sold.
17	Survey.
828	Monthly ration memorandum.
565	Daily ration statement.

BAKERIES

14–92

(1) Bread shall be baked in post bakeries when practicable. At all permanent posts a suitable space and the necessary fuel, utensils, and furniture therefor shall be provided by the Quartermaster's Department, who shall also construct the ovens and keep them in repair. The post quartermaster shall have charge of the bakery and its operations.

provide

(2) The necessary components shall be issued to the bakery for the manufacture of bread, pastry, pies, etc., and dropped from the provision return on certificate that they were issued to bakery for manufacture. The bread, pastry, pies, etc., manufactured shall be taken up on the return on certificate that they were manufactured in the post bakery. The unit cost of an article so manufactured will be the sum of the cost of the components in that article.

(3) Articles shown on the certificate should be expended from the return as a separate transaction from the issues to the mess. The certificate taking up

the products of the bakery should show the quantity and value of each article received from the bakery. The total value of certificate of issue and certificate of receipt should agree.

ICE

14–93

(1) Requisitions for ice for the preservation of rations and for use in offices will be made on the Quartermaster's Department annually or when necessary, the quantity for each purpose to be stated separately. Surplus ice manufactured with Government ice machines at posts and stations of the Marine Corps may be sold under regulations and at prices to be established by the Quartermaster.

(2) Ice that may be issued in accordance with regulations will be dropped from the subsistence returns of the accountable officer on certificate of the issuing officer, duly approved by the commanding officer.

SUBSISTENCE ALLOWANCE

14–94

(1) *Requests for subsistence and quarters allowance* will be referred to the Major General Commandant, or such officer as may be designated by him to approve them, by the commanding officer of the post, with the following information, together with the recommendation of the commanding officer:

(*a*) Full name and rank of applicant.
(*b*) Married or single.
(*c*) If married, whether his family is with him.
(*d*) Nature of duty performed.
(*e*) Whether or not the military efficiency of the command will suffer by reason of his being quartered outside the post.
(*f*) Whether or not quarters and messing facilities are available.
(*g*) If quarters and messing facilities are not available, whether they can economically be made available.
(*h*) The nearest approximate distance from the post at which he could procure quarters, provided an allowance for quarters is authorized.

(2) Before the request is forwarded, the commanding officer will carefully consider all existing facilities for quartering and messing. These, if available, or can economically be made available, must be employed. Special privilege or benefit to any man will not be considered as a reason for granting allowances for quarters and subsistence. (C. M. C. M. 3.)

(3) Where an enlisted man is discharged and reenlists the following day and continues at the same post or station on the same duty, or under the same conditions, and is entitled to a quarters and subsistence allowance, or either, the authority therefor will be continued without further action. Where more than one day lapses between date of discharge and date of reenlistment, the original authorization will be considered as void and must be renewed in the usual manner. (C. M. C. M. 5.)

14–95

Payment.—The allowances prescribed in Table I, article 14–96, when authorized by the Major General Commandant, or officer designated by him, will be paid from the appropriation "Pay, Marine Corps," and those authorized in Table II, article 14–96, will be paid from the appropriation "General Expenses, Marine Corps." (C. M. C. M. 1 and 3.)

14–96

(1) *The allowances for quarters and subsistence* for enlisted men prescribed by the President, under authority of the act of Congress approved June 10, 1922, are as follows: (C. M. C. M. 2.)

TABLE I

(2) Men on duty where quarters or rations in kind are not furnished will be granted allowances as follows:

	No Government messing facilities furnished	Government messing facilities furnished
General:		
(*a*) Subsistence	$1.20	$1.00
(*b*) Quarters	.75	.75
Special—Alaska, Europe, South America, and men absent from their ships or stations on temporary duty not involving travel, except enlisted men attached to Naval Mission to Brazil:		
(*a*) Subsistence	2.10	1.90
(*b*) Quarters	1.00	1.00
3. Special—Naval Mission to Brazil:		
(*a*) Subsistence	.50	.50
(*b*) Quarters	1.00	1.00

NOTE—(*a*) Upon arrival at or departure from a station where allowances for subsistence are paid, same will be computed as follows: The day to begin at midnight; for 18 hours or more at the station, one whole day; for 12 hours or over, but less than 18 hours at the station, two-thirds of one day; for six hours or over, but less than 12 hours at the station, one-third of one day. No allowance for subsistence will be paid for the day on which a man arrives at a station after 6 o'clock p. m. (C. M. C. M. 1 and 5.)

(*b*) In determining the allowance for quarters, a fractional part of a day will be computed as a whole day, the day to begin at midnight.

Table II

(3) Men traveling on duty where cooked or travel rations are not furnished for the journey will be granted daily allowances as follows: (C. M. C. M. 2.)

	Travel status, including detention of not to exceed 3 days at one place	Travel status involving detentions	
		For the 4th to the 6th days (inclusive) of detention at one place	For the 7th to the 31st days (inclusive) of detention at one place
1. Sleeping-car, stateroom accommodations, or other quarters furnished:			
(*a*) Subsistence	$2.25	$1.65	$1.40
2. No sleeping-car, stateroom accommodations, or other quarters furnished:			
(*a*) Subsistence	2.25	1.65	1.40
(*b*) Quarters	1.50	1.00	.75
3. Special—Alaska, Europe, and South America:			
(*a*) Subsistence	2.50	2.50	2.10
(*b*) Quarters (if not furnished by the Government)	1.50	1.00	1.00

NOTE.—(*a*) When in travel status, allowances for subsistence will be computed as follows for the day of departure from and arrival at station: The day to begin at midnight; for 18 hours or more in travel status, one whole day; for 12 hours or over, but less than 18 hours in travel status, two-thirds of one day; for less than 12 hours in travel status, one-third of one day; no allowance will be paid for the first day of a journey which begins after 6 o'clock p. m.

(*b*) In determining the allowance for quarters, a fractional part of a day will be computed as a whole day, the day to begin at midnight. No allowance will be paid for the first day of a journey which begins after 6 o'clock p. m.

(*c*) Men absent under orders from their regular stations upon duty which involves travel and also temporary detentions during the journey will be deemed to be traveling under orders during the entire period of such absence. Allowances for the periods spent in actual travel, including detentions of not to exceed three days, will be computed as on a "Travel status" basis. Allowances for the periods of detention in excess of three days will be as indicated in Table II. For longer periods of detention at one place, the allowances prescribed in Table I will govern after the first 31 days. (C. M. C. M. 2.)

(*d*) Rescinded. (C. M. C. M. 1.)

(*e*) Enlisted men traveling on duty by privately owned conveyance are entitled to allowance for subsistence en route at the same rate but not exceeding the total amount that they would be entitled to had transportation been furnished to them by the Government. (C. M. C. M. 1.)

(*f*) By the word "quarters" is meant quarters which are equivalent to those a man would have assigned to him at a barracks, post, or camp. By "Government messing facilities" is meant facilities for establishing a mess equivalent to a general mess at a barracks, post, or camp. This includes the procurement of provisions from the Quartermaster's Department, the detail of cooks and messmen, and the proper facilities for preparing and serving meals.

14–97

Commutation of rations at the rate prescribed by law may be paid to—

Sergeants major,
Quartermaster sergeants,
Master technical sergeants,
Paymaster sergeants,
First sergeants,
Gunnery sergeants,
Supply sergeants,
Drum majors,
Staff sergeants,

on duty at shore stations when the following conditions obtain:

(*a*) When the man submitting the request is a married man, who will, if ration is commuted, subsist himself with his family.

(*b*) When the mess of which such man is a member will not be left with too few members to permit of an economical administration.

(*c*) When the commanding officer, after inquiry as to the facts of (*a*) and (*b*), forwards the request recommending approval by the Major General Commandant, or the officer designated by the Major General Commandant to approve them, and the request is approved. (C. M. C. M. 3.)

14–98

(1) *On Army transport.*—Enlisted men of the Marine Corps traveling on duty under orders on a vessel of the United States Army Transport Service will not be allowed commutation of rations or subsistence allowance for the time they are aboard. They will be quartered with the enlisted men of the Army on board of corresponding rank and will mess with them accordingly.

(2) Enlisted men granted furlough with permission to travel on a vessel of the United States Army Transport Service will be quartered with the enlisted men of the Army aboard of corresponding rank and will mess with them accordingly, and will be required to reimburse the transport quartermaster the actual cost of subsistence furnished. The transport officer will certify upon the man's furlough the dates between which the subsistence was so furnished.

14–99

Cash for subsistence.—Enlisted men and applicants for enlistment, accepted or rejected, in travel status as per Table II, conditions 1 and 2, will be furnished cash for subsistence at the rate of 75 cents per meal. This allowance will not apply to travel via commercial vessels where subsistence is included in the fare, or to travel via Government vessels.

14–100

Upon requisition to the Quartermaster, cash for subsistence will be furnished to assistant quartermasters, post quartermasters, commanding officers where there are no post quartermasters, recruiting officers, and any others who may be authorized to provide subsistence in connection with transportation, except disbursing assistant quartermasters at the following-named posts and stations who will make all cash advances from funds for which they are accountable to the Treasurer of the United States:

Depot Quartermaster, Marine Corps, Naval Operating Base, Hampton Roads, Norfolk, Va.
Purchase and Finance Officer Marine Barracks, Parris Island, S. C.
Depot Quartermaster, Marine Corps, 1100 South Broad Street, Philadelphia, Pa.
Post Quartermaster Marine Barracks, Quantico, Va.
Depot Quartermaster, Marine Corps, 100 Harrison Street, San Francisco, Calif. (C. M. C. M. 5.)

14-101

An officer having in his possession cash for subsistence should, upon being relieved, turn over the unexpended balance remaining on hand to his successor, taking receipt in duplicate therefor, and forward the original to the Quartermaster, retaining the duplicate for his own protection, except the disbursing assistant quartermasters specified in article 14-100 in which cases original receipts will be retained by such officers. (C. M. C. M. 5.)

14-102

(1) The amount of cash to be advanced for subsistence will be based on the time necessary to complete the travel contemplated, and the amount so advanced for meals and lodgings will be shown on the original orders together with the time of departure from post or station. In cases where long journeys are involved and delays are liable the issuing officer is authorized to furnish such additional cash for subsistence as may be deemed necessary. The traveler should, however, be informed that only the number of meals at 75 cents each, based on the actual time consumed in the travel, will be allowed, and any excess expenditure will be collected from him. (C. M. C. M. 5.)

(2) In cases where a change in the station or status of a man receiving a commuted allowance in lieu of quarters occurs the following will govern: If the departure is prior to 6.00 o'clock p.m., no station allowance for quarters will be allowed, but the travel

allowance for quarters will be advanced. If the departure is after 6.00 o'clock p.m., the station allowance for quarters will be paid and no CASH allowance for quarters advanced. For the day of arrival at a station the station alllowance for quarters will be paid and no CASH allowance will be advanced. Cash will not be advanced for quarters in cases where travel is completed in the same day, i.e., between midnights.

The following examples are given for illustration:

Departure 4 o'clock p.m., no station allowance for quarters should be paid but travel allowance for quarters should be advanced.

Departure 6:30 o'clock p.m., station allowance for quarters will be paid, but no cash travel allowance for quarters advanced, although pullman berth or stateroom may be furnished if necessary.

Arrival at a station any time between midnights, station allowance but no travel allowance for quarters will be allowed. Station allowance for quarters will be allowed even though a pullman berth or stateroom was furnished for part of the day of arrival at a station.

14–101

~~An officer having in his possession cash for subsistence should, upon being relieved, turn over the unexpended balance remaining on hand to his successor, taking receipt in duplicate therefor, and forward the original to the Quartermaster, retaining the duplicate for his own protection, except the disbursing assistant quartermasters specified in article 14–100 in which cases original receipts will be retained by such officers. (C. M. C. M. 5.)~~

~~14–102~~

~~The amount of cash to be advanced for subsistence will be based on the time necessary to complete the travel contemplated, and the amount so advanced for meals and lodgings will be shown on the original orders together with the time of departure from post or station. In cases where long journeys are involved and delays are liable the issuing officer is authorized to furnish such additional cash for subsistence as may be deemed necessary. The traveler should, however, be informed that only the number of meals at 75 cents each, based on the actual time consumed in the travel, will be allowed, and any excess expenditure will be collected from him. (C. M. C. M. 5.)~~

14–103

Upon arrival of traveler or party at a post or station post quartermasters, or other designated officers, will require an accounting from the man to whom cash was advanced, indorse the time of arrival and the amount of cash turned in, if any, on the original orders. Any unexpended or improperly used funds collected should be forwarded to the "Disbursing Assistant Quartermaster, Headquarters, Marine Corps, Washington, D. C," with a statement showing by whom the cash was advanced and the name of the traveler, or person in charge of the detachment, except when cash was advanced by one of the disbursing assistant quartermasters specified in article 14–100 in which cases such collections should be forwarded to the disbursing assistant quartermaster at the post or station concerned together with the same statement as required when cash is forwarded to the disbursing assistant quartermaster, headquarters. When cash is forwarded to other than the Disbursing Assistant Quartermaster, Headquarters, Marine Corps, Washington, D. C., a copy of the statement accompanying cash should be forwarded to the quartermaster to be filed with copy of the voucher on which cash was advanced. In no case will cash turned in or collected be taken up by a deputy, or other than the disbursing assistant quartermaster, who must account for the advance to the General Accounting Office. (C. M. C. M. 5.)

14–104

Rescinded. (C. M. C. M. 2.)

14–105

When detachments are to be furnished transportation which involves subsistence en route, arrangements should be made, if practicable with the initial carrier, to provide the necessary subsistence, the cost of which is not to exceed 75 cents per meal for each traveler, and with the understanding that cash therefor will be paid by the commissioned or noncommissioned officer in charge of the detachment.

14–106

Cash advanced for subsistence of deserters or stragglers in travel status will be included in the statement of expenses prepared in each case for checkage. (See arts. 18–81 and 18–82.)

14–107

The cost of subsistence en route furnished to general court-martial prisoners and their guards is a charge against the appropriation "Pay, miscellaneous, Navy," and special care will be taken that all cash advanced for that purpose is properly accounted for on Form N. M. C. 625.

14–108

Cash for hot coffee.—When cooked rations are furnished to enlisted men traveling, a sufficient amount of cash may be provided for the purchase of hot coffee en route, the quantity being based on 1 pint per man per meal. Cash so provided will be accounted for on cash payment voucher, Form N. M. C. 727, to which should be appended the receipt (Form N. M. C. 625) covering the expenditure. (C. M. C. M. 1.)

14–109

Cash for lodging.—Enlisted men in charge of detachments, and guards in charge of prisoners, if directed to return to their regular stations after having delivered the detachment or prisoners to the proper authorities, will be furnished a reasonable amount of cash by the issuing officer for lodging, while awaiting return transportation, when it is impracticable for them to be quartered at a marine barracks or at a recruiting station. If meals are furnished at a marine barracks to enlisted men arriving in charge of detachments, or guards in charge of prisoners, while awaiting return transportation to their own station, in accordance with the above, such men will be taken up for one day's ration at the post at which they are so detained, or as long as may be required.

CHAPTER 15

CLOTHING AND CLOTHING ALLOWANCE

CLOTHING

15-1

Clothing required for issue to enlisted men shall be procured from the depot quartermaster designated in the annual "Marine Corps Price List of Clothing, etc.," on requisition approved by the commanding officer, except as otherwise provided in this manual. Only such articles and sizes as are specified in the "Marine Corps Price List of Clothing, etc.," and the "Table of Allowances of Arms, etc.," will be called for on requisition. The quantity on hand, if any, of the articles called for on a requisition must be shown thereon. When a man can not be properly fitted with any of the regular stock sizes, measurements stated on prescribed forms shall be forwarded to the depot quartermaster, Philadelphia, Pa.

POST QUARTERMASTER TO SUPPLY

15-2

Except where otherwise authorized by the Quartermaster, all clothing required by organizations attached to a post, as well as marine detachments of naval hospitals, naval prisons, receiving ships, station ships, and prison ships attached to the navy yard or naval station in which the post is located, shall be supplied by the post quartermaster. The accountable officers of such organizations and detachments shall procure from the post quartermaster, not oftener than once a month (except in emergency), such clothing as they may actually require for issue, which will be regularly invoiced by the post quartermaster.

REQUISITIONS

15-3

(1) *Accumulation of excess stock to be avoided.*—In preparing a requisition the utmost care must be exercised to avoid the accumulation of a stock in excess of requirements, particularly in sizes that are seldom called for, and the consequent possibility of loss due to articles becoming shopworn or obsolete. Officers submitting requisitions will be held directly responsible for failure to

comply with this requirement. A record of the quantities of each size of the various articles of clothing issued shall be kept to serve as a guide as to the proper proportion of sizes of clothing to be kept on hand to meet requirements for a given period of time. A copy of all requisitions shall be kept on file, in order to prevent duplication in requiring for supplies.

(2) *Quantity to be kept on hand.*—Requisitions from posts in the United States will call for supplies needed in quantities sufficient to last at least three months, and those from posts outside of the continental limits of the United States, which are not supplied by a depot quartermaster on the station, will call for at least six months' supply. Requisitions from ships will be based upon the probable duration of the cruise, and will not in any case be for less than a six months' supply.

(3) *From ships.*—On foreign stations, requisitions from ships shall be sent through the commanding officer of the vessel to the fleet marine officer, by whom, after examination and approval, they will be forwarded to destination through the proper channels. In the absence of the flagship, when the needs of the men will not admit of delay, requisitions may be forwarded direct through the commanding officer of the vessel.

SURPLUS ON HAND

15-4

Commanding officers, or noncommissioned officers in charge, of ships' marine detachments having on hand a supply of stores in excess of requirements, shall forward a list of such stores to the fleet marine officer, stating their condition, and, in the case of clothing, sizes. Accountable officers having a surplus on hand may, with the commanding officer's approval, invoice to other accountable officers articles necessary for immediate use.

EMERGENCY PURCHASES

15-5

(1) If by wreck of vessel, destruction by fire, or other reasons, it becomes necessary to procure uniform clothing for the marine detachment of a vessel, or a detachment serving on shore, and it is impracticable to procure it in time to meet the need from a depot quartermaster, or from another post or vessel, the officer or noncommissioned officer in charge of the detachment may purchase, under emergency, for immediate use, such clothing as may be absolutely necessary for the health and comfort of the men, but such purchase will not be made without the approval of the commanding officer. The clothing so purchased must conform as nearly as possible to the regulation uniforms, and shall be issued to the men at the price of like articles of regular Marine Corps issue. A list of the clothing so purchased, showing the cost of each item, and the names of the men for whom required, shall be forwarded to the Quartermaster. The officer or noncommissioned officer making the purchase shall

render proper vouchers to the nearest disbursing officer of the Quartermaster's Department, or supply officer of the Navy, for payment. Supply officers of the Navy are authorized to make such payments and charge them to the appropriation "General expenses, Marine Corps."

(2) Clothing procured from the Army shall be issued at the price of like articles of regular Marine Corps issue.

ISSUES

15–6

(1) *Oldest articles first.*—All persons charged with the issue of clothing and other Marine Corps property shall issue the articles longest on hand first. Under no circumstances will new clothing be issued when that of older manufacture can be supplied in the sizes required.

(2) *Frequency.*—Enlisted men needing clothing shall be required to draw it on the day and at the time set for issue to the organization to which they belong, which will not be oftener than once a month, and no issues will be made at any other time, except in cases of emergency.

(3) *To troops ordered to expeditionary duty.*—No issues of clothing will be made after the receipt of orders for and prior to the departure of an expeditionary force, unless such issues are absolutely necessary. If any such issues are made, they must be entered immediately in the clothing records of the men concerned.

(4) *Witnessing.*—All issues of clothing shall be witnessed by a commissioned officer other than the commanding officer or the issuing officer, when one is available (such availability to be determined by the commanding officer); when one is not available, the issue will be witnessed by the issuing officer. Where a noncommissioned officer is in charge, issues shall be witnessed by a noncommissioned officer other than the one in charge. The witnessing officer or noncommissioned officer shall attest each issue, as it is made, by affixing his signature to the issue slip.

(5) *To be charged as made.*—The value of clothing issued to an enlisted man, except authorized gratuitous issues, shall be charged against his clothing account immediately after the issue is made and recorded on the check sheet.

INDIVIDUAL REQUISITIONS

15–7

(1) An enlisted man who requires clothing shall enter on a requisition slip the articles and sizes required and submit it to his company or detachment commander for visa in time to have it completed and turned in to the issuing officer at least two days prior to issue day. The company or detachment commander shall examine very carefully the requisition slips submitted to him for visa, strike off excessive or unnecessary articles, and require the men to enter

thereon all necessary articles. Men shall be required to draw sufficient clothing at a time to meet their requirements for a reasonable length of time, in order to reduce the bulk of clothing records and avoid the unnecessary expenditure of time, labor, and blank forms caused by numerous small issues.

(2) A separate issue slip is required for each issue of clothing to an individual. It will be prepared in triplicate by the use of carbon paper and an indelible pencil. The original and duplicate will be used by the issuing officer as subvouchers to the abstract of clothing issued. The triplicate will be given to the enlisted man concerned, at the time the issue is made, to be retained by him. Both the original and duplicate shall be signed by the enlisted man to whom the issue is made, and all three copies shall be signed by the witnessing officer. Organization commanders may retain for safe-keeping the triplicate issue slips pertaining to enlisted men of their organizations. The addition of the entries in the money value column on the triplicate should be verified and the issuing officer promptly notified of any discrepancy discovered. The value of each item (except toilet kits issued to recruits) and the total value of all the articles issued must be entered on the issue slip before it is signed by the man to whom the issue is made and by the witnessing officer. The value of a toilet kit issued to a recruit will not be entered on the issue slip, as it is not to be charged against his clothing account.

(3) *Erasures* and interlineations made on an issue slip must be initialed by the witnessing officer. Those made on clothing records must be initialed by the officer in charge of such records. Such erasures and interlineations shall be avoided, so far as possible.

(4) *Check sheets.*—At the conclusion of the day's issue the articles issued shall be checked from the issue slips to the check sheet, and the total of each of the articles issued and the aggregate value thereof entered in appropriate columns on the sheet, also the total previous issues and the aggregate of each of the articles issued to date. The entries in the column headed "Aggregate of values of articles issued this date" should be added, and the value of toilet kits issued to recruits, if any, deducted from the total. Then add the money value totals of the issue slips for the day. If the two sums agree, the work is correct; if they do not agree, an error exists, either in the entries and computation on the check sheet or those on the issue slips, which must be located and corrected. The check sheets shall be kept posted up to date, and in loose-leaf binders provided for the purpose.

(5) *Accounting for.*—The totals of articles of clothing issued shall be transferred monthly to an "Abstract of clothing issued," also whenever the property account is closed. This abstract constitutes the accountable officer's credit voucher to his property account, supporting the dropping of the clothing appearing thereon from that account. The original abstract, together with the original issue slips supporting it (arranged in alphabetical order, irrespective of rank), shall be forwarded to the Quartermaster as soon as practicable after the end of the period which it covers. The duplicate shall be used as the accountable officer's retained copy of the voucher, who will also retain the duplicate issue slips. At large posts, where it may be desirable to submit the

abstract of clothing issued oftener than once a month, the accountable officer shall submit suitable recommendations to the Quartermaster. Care must be taken to have all issues made during the month or part of a month covered by the abstract included thereon; and to avoid including on it any issues made after the end of that month or part of month.

CLOTHING ALLOWANCE

15-8

(1) *Authority.*—Enlisted men of the Marine Corps are entitled to an annual allowance of uniform clothing. Any articles drawn in excess of this allowance shall be charged against their pay, and for articles not drawn they shall receive pay according to the annual estimated value thereof, but such amounts shall not be paid until discharge from the service. The money allowance for clothing is published annually in Marine Corps orders (Marine Corps Price List of Clothing, etc.).

(2) The money value of clothing undrawn due to men extending their enlistments will not become payable to them until actual discharge from the service.

15-9

(1) *Period covered.*—The clothing allowance begins on the day of entry into the service and continues to and including the day of discharge, retirement, or death, except as otherwise provided herein.

(2) *Deserters.*—Men dropped as deserters are entitled to clothing allowance to include the day prior to the date of desertion.

(3) *Men transferred to reserve.*—Men transferred to the Marine Corps Reserve and assigned to inactive status are entitled to clothing allowance to include the day prior to the date on which assignment to inactive status takes effect.

(4) Men retained in the service beyond the date of expiration of their enlistments, if entitled to clothing allowance, shall be given the allowance prescribed for the last year of enlistment.

(5) *Extended enlistments.*—In cases of extension of enlistment clothing allowance shall be given as follows: For the first three months of an extension for one year, the first six months of an extension for two years, and the first nine months of an extension for three years the daily allowance shall be that prescribed for the first year of an enlistment. For the remainder of the extension in each case the daily allowance shall be that prescribed for the second and succeeding years of an enlistment. If enlistment is extended for four years, the allowance shall be the same as that prescribed for an original enlistment.

(6) The allowance prescribed for the first part of an extension of enlistment begins on the date the extension takes effect, which is the date following that on which the original term of enlistment or a prior extension thereof expires, adding thereto the total number of days, if any, required to be made good on account of time lost under G. O. 155, Navy Department, also days requested to be made up in accordance with the act of May 21, 1928, except in cases

of enlistment of minors for the period of minority; for example, if a man who enlisted for 4 years June 2, 1925, extends his enlistment, the extension takes effect June 2, 1929; but if during his enlistment he lost 5 days under G. O. 155, Navy Department, and 10 days for absence or confinement are being served in accordance with the act of May 21, 1928, the extension takes effect June 17, 1929. Inasmuch as time lost by unauthorized absence or confinement is not required to be made good, it has no bearing on the date of expiration of enlistment and does not affect the date from which an extension is effective, unless Form N. M. C. 917 is executed, approved, and carried into effect by the commanding officer. (C. M. C. M. 1 and 4.)

(7) *Reservists.*—For instructions governing clothing allowance of members of the Marine Corps Reserve, and issues of clothing to them, see chapter 13.

15-10

(1) Rescinded. (C. M. C. M. 1.)

(2) *In arrest.*—When an enlisted man is held in arrest or confinement by the civil authorities, or is discharged from the service by reason of his conviction of a crime by the civil authorities, his right to clothing allowance is determined by the regulations governing his right to pay under such conditions, i. e., if he is not entitled to pay, he is not entitled to clothing allowance. An enlisted man held by the civil authorities as a witness does not lose his right to clothing allowance for the period of such detention.

(3) *Detained serving sentence.*—An enlisted man held in the service beyond the date of expiration of his enlistment to serve sentence of a court-martial is not entitled to clothing allowance after his enlistment expires, even if his sentence does not involve loss of pay and allowances. When in the case of a general court-martial prisoner released from confinement and awaiting dishonorable or bad-conduct discharge his enlistment expires before his discharge is effected, he is not entitled to clothing allowance for the period between the date of expiration of his enlistment and the date of discharge.

(4) *Returned deserters.*—A deserter forfeits all pay and allowances due him on the date of desertion. A deserter who surrenders or is apprehended and delivered after the date of expiration of his enlistment will not be credited with clothing allowance.

INDIVIDUAL CLOTHING RECORDS

15-11

(1) *An individual clothing account* shall be opened and kept for each enlisted man, using Forms N. M. C. 737, 737a, and 737b for the purpose. It shall be known as the "Clothing record" and shall be kept by the accountable officer or non-commissioned officer in charge of clothing from whom the organization to which the man is attached draws such supplies, except as may be otherwise authorized by the Quartermaster.

(2) *When a man joins by enlistment,* his name, date of enlistment, and station shall be typewritten on the clothing record sheets in triplicate, the original (white) and the duplicate (yellow) placed in the binder (Form N. M. C.

737) and retained, and the triplicate (green) immediately forwarded to the Quartermaster.

(3) ***When a man extends his enlistment,*** there shall be entered on every page and on the cover of his clothing record, above his name, the notation "Extended (one, two, three, or four years, as the case may be), effective (giving date from which the extension is effective)," and to the date of enlistment shall be added a notation showing the original term thereof, so that, for example, in the case of John D. Brown, who enlisted November 11, 1924, for four years, and did not, in accordance with the act of May 21, 1928, request permission to make good time lost, and lost no time under G. O. 155, Navy Department, and extended his enlistment two years, the heading on the cover and every page of his clothing record would read:

Extended 2 years, effective Nov. 11, 1928.
Name: Brown, John D.
Enl. Nov. 11, 1924, for 4 years. (C. M. C. M. 1 and 4.)

(4) ***When a man joins from desertion,*** a clothing record shall be prepared as in the case of men joining by enlistment. The fact that he joined from desertion and the date of his return to military control (also, if he deserted after extending his enlistment, the data called for in the preceding paragraph) shall be entered on all three copies of the clothing record slip before the triplicate (green) is forwarded to the Quartermaster. If the man's enlistment has not expired, he shall be credited with clothing allowance from and including the date of his surrender or return to military control. If his enlistment expired before that date, a notation that he is not entitled to clothing allowance, and the reason therefor, shall be entered on his clothing record and no allowance credited. The clothing account balance due the United States at the time of desertion will not be debited in the new account, but in cases of the removal of the mark of desertion, as having been erroneously entered, the clothing account balance due marine at the time of desertion shall be credited on the new account upon receipt of authority to do so from the Quartermaster, the amount so credited to be that stated in such authority.

(5) *Prisoners restored to duty.*—When a general court-martial prisoner whose sentence involved loss of allowances, and dishonorable or bad-conduct discharge, is restored to duty a new clothing record shall be prepared as in the case of men joining by enlistment. The date of restoration to duty and, if applicable, the data relating to extension of enlistment called for in paragraph (3) of this article, shall be entered on the clothing record before the triplicate (green) is forwarded to the Quartermaster. If the man's enlistment has not expired, allowance begins on the date of restoration to duty, which is the date of the order remitting the unexecuted portion of his sentence, unless otherwise specified in that order. If his enlistment has expired, the fact that he is not entitled to clothing allowance, and the reason therefor, shall be noted in his clothing record. The certified statement of the prisoner's clothing account, as settled by reason of sentence of general court-martial, which had been furnished to the officer carrying his pay accounts while serving sentence, will be forwarded by that officer to the proper accountable officer

upon the prisoner's release from confinement and restoration to duty. If that statement shows a balance due marine, such balance shall be entered as a credit on the new clothing record. If it shows a balance due the United States, such balance shall be disregarded and the words "No balance" entered on the new clothing record.

(6) *How kept.*—The clothing record shall be kept in duplicate (white and yellow), with indelible pencil and carbon paper, and shall be kept posted up to date at all times, except that the "Allowance" will be entered just prior to settling an account. It will be kept on a debit and credit basis, as illustrated on Form N. M. C. 737.

The debit items are:

- Due United States from last settlement.
- Issues.
- Absence without leave, or over leave (show dates and number of days).
- Absence in hands of civil authorities (show dates and number of days).
- Forfeiture of allowance by sentence of general court-martial involving loss of allowances, in cases where the sentence does not involve dishonorable or bad conduct discharge, or where the execution of that part of the sentence involving such discharge is held in abeyance (give date of approval of sentence).
- Special debits by direction of the Quartermaster (give date and file number of Quartermaster's letter directing such debit to be entered).

The credit items are:

- Due marine from last settlement.
- Credit for undrawn clothing from deserters' roll (give date and file number of Quartermaster's letter authorizing it).
- Balance due marine upon settlement of clothing account by reason of sentence of general court-martial, in cases covered by paragraph (5) of this article.
- Checkages made on pay rolls for clothing issued after the limit of indebtedness has been reached.
- Special credits authorized by the Quartermaster (give date and number of authority).
- Allowance for the period covered by the settlement.

(7) *Computation of allowance.*—To compute the allowance for a given period, multiply the daily allowance by the actual number of days in the period. When a man reaches the end of the first year of his enlistment during the period, compute the amount due for the actual number of days in the period he is serving in the first year of his enlistment at the daily allowance for that year of enlistment, and the remainder of the period at the daily allowance for the second year of enlistment; then add the two amounts thus obtained to arrive at the total allowance for the period. Similarly, when there is a change of the daily rate of allowance during the period by reason of extension of enlistment, the allowance due for each portion of the period must be computed

separately at the rate applicable thereto, and the results added together to arrive at the allowance for the whole period.

(8) ***Checkages*** of clothing allowance on account of absence without leave or over leave, ~~time lost under article 551 (2), Navy Regulations~~, and absence in hands of civil authorities, for one connected period of 24 hours or more, shall be computed from the date (inclusive) on which the absence begins to the date (exclusive) of the return of the man concerned to military control. No checkage will be made for disconnected periods of such absences of less than 24 hours. In cases of men arrested and confined by the civil authorities while on furlough, clothing allowance shall be checked from and including the date of expiration of the furlough.

(9) When an enlisted man is absent in hands of civil authorities at the time of the semiannual settlement of clothing accounts, awaiting action or trial, allowance for the period of such absence will be checked against his clothing account. If eventually released without trial, or after trial and acquittal, the allowance so checked will be entered as a credit in his clothing account.

SETTLEMENT OF CLOTHING ACCOUNTS

15–12

(1) ***When settled.***—The clothing accounts of all enlisted men shall be settled semiannually, March 31 and September 30, except as may be necessary to settle individual accounts for discharge, transfer to the Fleet Marine Corps Reserve, retirement, death, desertion, or sentence of general court-martial involving confinement, with loss of pay and allowances, and dishonorable or bad-conduct discharge.

(2) ***How settled.***—To settle an account, the date it is settled to include shall be entered in the first column, the words "All. for period" in the second column, and the amount of the allowance in the credit column. A single line will then be drawn across the debit and credit columns, under the last entry, both columns totaled, and a double line drawn clear across the page, as illustrated in the sample printed on Form N. M. C. 737. The "All. for period" will be the allowance for the total number of days in the period covered by the settlement, without any deductions for absence without leave, or other reasons, as such deductions are required to be posted in the clothing record as debits at the time the need for making them arises.

(3) ***Semiannual settlements.***—When the account is settled for the semiannual period the date of the ~~first~~ last day of the ~~succeeding~~ period shall be entered in the first column, just below the double line, the words "Due U. S." or "Due marine," as the case may be, shall be entered in the second column, and the amount due shall be entered in the debit column if due the United States, and in the credit column if due marine. Upon completion of the semiannual settlement of all clothing accounts carried by an officer in charge of such accounts, the duplicate (yellow) copies shall be detached from the clothing records and arranged in alphabetical order, regardless of rank, securely wrapped, and forwarded to the Quartermaster. The original (white) account slip shall be

pasted along its top edge to the inner side of the back cover of the clothing record to which it pertains, fresh sheets (white and yellow) placed in the folder, and the balance due the United States, or due marine, as the case may be, entered on them.

(4) *Final settlement.*—When it is necessary to close an account for discharge or other final settlement while the semiannual settlement of clothing accounts is being made, it shall be settled for the entire period from the last previous semiannual settlement to the date to include which the final settlement is required to be made, and the duplicate (yellow) in cases of settlement for discharge, retirement, or transfer to the Fleet Marine Corps Reserve, or the entire clothing record in cases of final settlement for other reasons, shall be immediately forwarded to the Quartermaster; for example: If in a case of that kind a man's account has to be settled on October 5 for discharge by reason of expiration of his enlistment on October 20, settle it for the period April 1 to October 20, both dates inclusive, regardless of the fact that such settlement extends beyond the semiannual settlement period.

(5) When the clothing account is settled for any other reason than the semiannual settlement, the date the account is settled to include shall be entered in the first column, just below the double line, the words "Due U. S." or "Due marine," as the case may be, shall be entered in the second column, and the amount due shall be entered in the debit column if due the United States, and in the credit column if due marine. Following those entries the reason for settlement of the account shall be stated; for example: "For discharge (stating reason)"; "For transfer to F. M. C. R. (state date on which transfer takes effect)"; "For retirement (state date thereof)"; "Died (show date)"; "Deserted (state time and date)"; or "Sentence of G. C. M. approved (state date)." In cases of settlement for discharge as "Undesirable" the reason for such discharge will be stated; for example: "For discharge as undesirable by reason of (stating reason)." The officer or noncommissioned officer settling the account shall certify it by affixing his signature thereto, immediately following the remarks. Before settling the account as provided in this paragraph, it is important that the service-record book of the man concerned and every page of his clothing record be carefully examined to determine whether all checkages of allowance for absence without leave, time lost [illegible] 1926 under article 554 (2), Navy Regulations, and other conditions involving loss of clothing allowance, have been properly charged in the debit column. If it is found that any such checkages have been omitted, they must be made at the daily rate at which they should have been made originally.

(6) When a clothing account is settled in accordance with the preceding paragraph a statement of clothing account showing the balance due the United States or due marine, as the case may be, shall be prepared on Form N. M. C. 146 and forwarded to the officer keeping the pay account of the man concerned, for transmission with Form N. M. C. 90 to the settling paymaster. The original of this statement, and all copies thereof, must bear in the lower right-hand corner the autograph signature of the officer rendering it. In all

cases involving the preparation of this statement a copy of it must be forwarded to the Quartermaster.

(7) Clothing accounts settled for discharge upon expiration of enlistment shall be settled to include the date of expiration of enlistment; those settled for discharge for any other reason shall be settled to include the date on which they are forwarded; those settled for retirement shall be settled to include the date of retirement; and those settled for transfer to the Fleet Marine Corps Reserve shall be settled to include the date prior to that on which the transfer takes effect. Clothing accounts of men whose pay accounts are carried by naval paymasters, and who are to be discharged for any reason, shall be settled to include the date of discharge. In all cases covered by this paragraph the duplicate (yellow) copy of the account shall be forwarded to the Quartermaster immediately upon settlement of the account, together with a copy of the statement of clothing account (Form N. M. C. 146) rendered in the case.

(8) Clothing accounts settled on account of death shall be settled to include the date of death, and those settled on account of desertion shall be settled to include the date prior to the date of desertion (the date of desertion is the date on which the deserter's unauthorized absence began, not the date on which he is declared a deserter). In all these cases the entire clothing record of the man concerned shall be forwarded to the Quartermaster immediately upon settlement of the clothing account, together with a copy of the statement of clothing account (Form N. M. C. 146) rendered in the case.

(9) When a man's clothing account is settled for discharge for any reason, or for retirement, or for transfer to the Fleet Marine Corps Reserve, his clothing record shall be retained at the post until such time as the man is actually discharged, retired, or transferred to the Reserve, and shall then be forwarded to the Quartermaster, after the additional credits for clothing allowance, if any, given by the settling paymaster have been entered thereon. Notice of such additional credits shall be furnished to the officer keeping the clothing account by the commanding officer of the organization or detachment to which the man belongs. When an error in the account is discovered upon audit in the office of the Quartermaster, and a notice of the correction to be made is received from that officer, prompt steps must be taken to prevent an overpayment through possible failure of the notice of the error to reach the settling paymaster in time to correct it on the final settlement on discharge. In all such cases a notation in red ink shall be made on the clothing record, before it is forwarded to the Quartermaster, whether or not the correction was made on the paymaster's final settlement on discharge (Form N. M. C. 423), or by collecting the required amount (in case of an overpayment) from the man concerned at the time of discharge.

(10) *Collection of checkages.*—In case of absence without leave or other event involving checkage of clothing allowance occurring between the date a man's clothing account is settled for discharge, retirement, or transfer to the Fleet Marine Corps Reserve, and the date of discharge or separation from

active service, the clothing allowance required to be checked on that account shall be collected by the commanding officer before discharge or separation from active service is effected, and the amount so collected forwarded to the settling paymaster.

(11) ***General court-martial prisoners.***—(*a*) When an enlisted man is convicted by a general court-martial and his sentence as approved involves loss of allowances and a dishonorable or bad-conduct discharge, his clothing account will be settled to include the date prior to that on which the sentence takes effect, and his clothing record, together with a copy of the statement of clothing account (N. M. C. 146) rendered in the case, will be forwarded to the Quartermaster. In case the execution of the sentence or that portion of it involving loss of allowances and dishonorable or bad-conduct discharge is held in abeyance, or the sentence or that portion of it involving loss of allowances and dishonorable or bad-conduct discharge is remitted, subject to satisfactory conduct during confinement, or a specified period of probation, or both, the man's clothing account will not be settled, but will be kept open and treated in the same manner as the clothing accounts of men in good standing, and clothing that it may be necessary to issue to him will be charged against it. Should his conduct during confinement or probation prove unsatisfactory and he be either required to serve his sentence or ordered discharged in accordance with the terms of his sentence, his clothing account will be settled and the clothing allowance which has accrued to his credit during his confinement serving sentence will be debited in his clothing account as "forfeited by sentence of G. C. M.," but the clothing allowance accruing to a man's credit during his probationary service, from and including the date of his restoration to duty on probation to and including the date prior to that of the termination thereof, will be allowed to stand to his credit. Like procedure will be followed in case the man deserts either during his term of confinement or during the probationary period after his release from confinement. (C. M. C. M. 3.)

(*b*) ***When a marine is sentenced*** to a term of confinement "and to suffer all the accessories of said sentence as prescribed by section 883, Naval Courts and Boards," these accessories include loss of allowances only in cases in which the marine is also sentenced to a dishonorable or bad-conduct discharge. (See note 30 to section 883, Naval Courts and Boards.) Consequently, if such sentence does include a dishonorable or bad-conduct discharge, and that part of the sentence involving such discharge is either remitted or held in abeyance, the loss of clothing allowance is also remitted or held in abeyance, automatically, even though the letter or order promulgating the sentence and the mitigation thereof contains no specific reference to allowances. (C. M. C. M. 3.)

(*c*) In all cases of conviction and sentence of enlisted men by a general court-martial, the commanding officer will promptly inform the officer carrying the clothing accounts of the men concerned of the terms of the sentence, as approved or mitigated, and of any later modification thereof. When a general court-martial prisoner whose sentence includes loss of allowances is released from confinement and restored to duty, either unconditionally or on probation, the officer carrying his clothing account will notify the Quartermaster of the fact, giving the date on which the restoration to duty takes effect, and make appropriate entry in the man's clothing account. (C. M. C. M. 3.)

(12) The clothing accounts of men convicted by a general court-martial who are not sentenced to dishonorable or bad-conduct discharge, or whose sentence does not involve loss of allowances as distinguished from pay, will not be closed as prescribed in the preceding paragraph, but shall be carried open and treated in the same manner as the clothing accounts of men in good standing.

(13) ***Entry on N. M. C. 90.***—When the accounts of an enlisted man are closed for settlement on discharge, retirement, or transfer to the Fleet Marine Corps Reserve, the credit or debit shown on the statement of clothing account (N. M. C. 146) shall be entered on the statement closing account for settlement (N. M. C. 90); but when such accounts are closed by reason of death, desertion, or sentence of general court-martial, the credit or debit shown on the statement of clothing account should not be entered on the statement closing account for settlement or included in such accounts when extended on pay rolls.

HANDLING RECORDS ON TRANSFER

15–13

(1) When a man is transferred his clothing account shall be carefully checked to ascertain whether it is correctly posted up to date, and any errors or omissions found corrected. The date of transfer and the post, organization, or detachment to which transferred shall be entered on the line following the last entry in the account and the clothing record forwarded to the man's new station with his staff returns. His account will not be settled unless the date of transfer is so near the semiannual settlement that he will not arrive at his new station until after that date, in which case the account shall be settled before transfer, to include the date of the semiannual settlement, and the duplicate (yellow) copy immediately forwarded to the Quartermaster. The instructions in this paragraph apply whenever a man is transferred from one accountable unit to another, regardless of the fact that both such units may be attached to the same post or organization.

(2) When a large force is ordered on expeditionary service at about the time of the semiannual settlement and the accounts have not been settled, they shall be forwarded with the troops and settled by their quartermasters, to include the date of the semiannual settlement, as soon as practicable after that date.

RESPONSIBILITY

15-14

(1) ***Officers keeping clothing accounts.***—Officers and noncommissioned officers charged with the duty of keeping clothing accounts of enlisted men and certifying statements thereof (Form N. M. C. 146) to paymasters will be held pecuniarily responsible for overpayments resulting from errors and omissions in such accounts or statements, except those due to noncompliance with the requirements of the following paragraph.

(2) ***Commanding officers*** shall promptly notify the proper officer in charge of clothing accounts, in writing, of all occurrences and changes affecting the clothing accounts of enlisted men under their command and their right to clothing allowance. The information so furnished must be accurate and sufficiently complete to enable that officer to enter on the clothing accounts involved the proper debits or credits and other necessary data. When a man joins from by enlistment, or joins a recruiting office after enlistment there, the officer in charge of clothing accounts shall be furnished at once with the man's full name, and the date and term of his enlistment. In cases of extension of enlistment that officer shall be informed of the term of the extension, the date from which it takes effect, and the total number of days, if any lost under ~~article 554 (2~~), Navy Regulations, during the original enlistment and prior extension, if any, thereof. When a man joins from desertion, or from inactive duty in the Marine Corps Reserve, his full name and date of enlistment and the actual date of his return to military control from desertion in the case of a deserter, or the date of reporting for active duty in the case of a reservist, shall be furnished to that officer. Commanding officers will be held pecuniarily responsible for overpayments resulting from failure to comply with the requirements of this paragraph.

CHECKAGES

15-15

(1) ***For overdrawn clothing.***—When the clothing allowance of an enlisted man for the year of his enlistment in which he is serving (plus credits from the preceding year of his current enlistment) has been exhausted, the amount by which the value of clothing issued to him exceeds that allowance, and also the value of all subsequent issues during that year, shall be checked against his pay on the pay roll for the month in which the issues are made, except as provided in the following paragraph:

(2) ***In cases of men transferred,*** no checkage for clothing issued after the limit of indebtedness has been reached will be requested, but the notation

"Excessive issues" shall be made on the clothing record to inform the officer to whom the record is transferred that the man concerned has drawn clothing in excess of the authorized credit and that checkage against his pay should be requested. This procedure also applies when clothing records are forwarded by the officer in charge of them to another officer, though the men themselves are not transferred, as, for example, when the clothing accounts of a company are ordered to be transferred from the regimental quartermaster to some other officer designated to keep them. It shall be the duty of every officer receiving clothing records to examine them carefully as soon as received and to make immediate request for checkage in the case of all those bearing the notation "Excessive issues."

(3) *Of deserters.*—Requests for checkage for overdrawn clothing (Form N. M. C. 1) will not be made in cases of deserters after the date of desertion.

(4) *When a man is transferred* after a request for checkage for overdrawn clothing against his pay has been made, but before the checkage can actually be made on the pay roll, his name and the entries set opposite it shall be struck off the request for checkage (N. M. C. 1) with red ink and the notation "Excessive issues" entered in his clothing record. In no case will the amount requested to be checked for overdrawn clothing be entered on page 25 of the service-record book, under the head of pending checkages, for checkage by the new commanding officer of the man concerned. The instructions on the subject in the service-record book apply only to clothing lost or destroyed during the war-time suspension of the money allowance for clothing.

(5) *Handling of requests for.*—The original and duplicate of the request for checkages for clothing issued after the limit of indebtedness has been reached (N. M. C. 1) shall be returned by the officer in charge of the pay roll, properly certified, to the officer who made the request, as soon as the checkages have been actually made on the pay roll, who will immediately forward the original to the Quartermaster, and retain the duplicate on file in his office. When the checkage requested can not be actually made against a man whose name appears on the request for checkages, his name and the entries set opposite it shall be struck off the request in red ink and the reasons therefor noted on its face before the original and duplicate of the request are returned to the officer requesting the checkage.

(6) Officers in charge of clothing accounts failing to request a checkage for issues of clothing after the limit of indebtedness has been reached, and officers in charge of pay rolls on whom such request is made neglecting to make the checkage requested, will be held pecuniarily responsible for any loss to the Government resulting from such failure or neglect.

(7) *For clothing replaced.*—When a man loses through neglect, or unlawfully disposes of, any article of clothing which renders necessary an issue of clothing to replace the article or articles so lost or disposed of, the money value of such issue shall be checked against his pay, whether the limit of indebtedness has been reached or not. The commanding officer will determine all points involved in such cases and inform the issuing officer of his decision.

ISSUES TO DESERTERS AND PRISONERS

15-16

(1) *Deserters.*—No article of uniform clothing, other than such as may be necessary for their health and comfort, will be issued to enlisted men who surrender or are delivered to Marine Corps authorities as stragglers or deserters from the Marine Corps and who are recommended for trial by general court-martial. Such men shall be retained in confinement and, if convicted, transferred to prison in the clothing worn by them when received into the custody of the Marine Corps. Necessary issues of clothing in such cases will be made upon the written order of the commanding officer. The commanding officer authorizing the issue shall specify in his order the articles to be issued and certify that they are necessary for the health and comfort of the prisoner to whom the issue is to be made. Such issues shall be made from clothing left by deserters and turned in to the officer in charge of clothing, if on hand. If the articles required can not be furnished from clothing left by deserters the issue will be made from stock and the value of the clothing issued charged against the clothing account of the man concerned, provided he is entitled to clothing allowance. If he is not entitled to clothing allowance the issuing officer will place on the back of the issue slip the following certificate: "I certify that the articles of clothing receipted for on this slip were issued by order of (give name and rank of commanding officer ordering the issue) letter dated (give date of the order) as necessary for the health and comfort of the prisoner named hereon, and that such articles are not available for issue from deserters' clothing on hand." A certified copy of the order authorizing the issue shall be attached to the issue slip and the issue abstracted on a separate abstract, headed "Gratuitous issues," together with other gratuitous issues, which will be used as a voucher to the property account.

(2) *Prisoners.*—Clothing necessary for the health and comfort of marines serving sentence of general court-martial involving loss of pay and allowances, and dishonorable or bad-conduct discharge, may be issued only on the written order of the commanding officer, which must specify the articles to be issued and embody a certificate that they are necessary for the health and comfort of the prisoners concerned. Such issues are a charge against the appropriation "Pay, miscellaneous, Navy." The issuing officer shall enter on the issue slip covering the issue a notation reading "This clothing issued by order of (state name and rank of the commanding officer ordering the issue), letter dated (state date of the order), as necessary for the health and comfort of the prisoner named hereon," and forward the original and duplicate, accompanied by the order, to the Quartermaster, in order that reimbursement by transfer of funds may be effected. The triplicate copy of the issue slip shall be retained by the issuing officer. Issues made in accordance with this paragraph shall be abstracted on a separate abstract, headed "Issues chargeable to appropriation 'Pay, miscellaneous, Navy,'" which will be the voucher to the property account supporting the expenditure of the articles so issued.

(3) Necessary issues of clothing made to a marine general court-martial prisoner whose sentence does not involve loss of pay and allowances, and dishonorable or bad-conduct discharge, will be charged in his clothing account in the same manner as if he were not a prisoner.

Issue of Pajamas to Recruits

15–17

Applicants for enlistment received at a recruit depot shall be supplied with one suit of pajamas. Upon accomplishment of enlistment, the pajamas so issued will be retained by the recruit and charged against his clothing account. In case of rejection the pajamas issued to an applicant shall be returned to the officer in charge of clothing, laundered, and placed in store for similar subsequent issues.

Clothing of Deserters and Men Enlisted Fraudulently

15–18

(1) *Left by deserters.*—The post quartermaster, or other accountable officer in charge of clothing, shall retain the uniform clothing left by deserters, and turned over to him, for loan to applicants for enlistment, under the direction of the commanding officer, and for issue to deserters and stragglers recommended for trial by general court-martial, as prescribed in article 15–16, When a surplus of such clothing accumulates a report of the fact shall be made to the Quartermaster with a view of having the surplus transferred to a recruit depot.

(2) *Of men enlisted fraudulently.*—Whenever an enlisted man is convicted of fraudulent enlistment and sentenced to be discharged or confined in prison, his commanding officer shall secure all clothing issued to him by the Government, before discharging him or transferring him to prison, except such as may be absolutely necessary to enable the man to appear decently clad. Clothing so collected shall be turned over to the post quartermaster, or officer in charge of clothing, who shall take up on his property account, by certificate, such articles as are fit for reissue and retain the others for the purposes described in the preceding paragraph. (See art. 3–29.)

(3) *Men discharged upon report of medical survey or by reason of underage enlistment.*—(*a*) When an enlisted man is to be discharged upon report of medical survey or by reason of underage enlistment, and is indebted to the government for clothing in excess of the amount that can be liquidated by checkage against pay due him up to and including the date of his discharge, he will be required to turn in serviceable clothing in his possession (other than that which it will be necessary for him to wear on discharge to enable him to be properly clothed for the season of the year and present a creditable appearance) to an extent not exceeding in aggregate value, computed at the current issue price of the articles turned in, the amount of his indebtedness for overdrawn clothing on discharge over and above the amount liquidated by checkage against his pay, and the clothing so turned in will be credited in his clothing account on final settlement at the issue price; for example:

If upon settlement of his clothing account for discharge it shows $30 due the United States, and he will have $10 pay due him up to and including the date of discharge, he will be required to turn in serviceable clothing amounting to $20 at issue price (if he has that much) and his clothing account will be credited with $20, which will reduce his indebtedness to the amount that can be liquidated by checkage against his pay, i. e., $10. In no case will the credit given for clothing turned in exceed the amount due the United States minus the amount that can be liquidated by checkage as illustrated in this example.

(*b*) A certificate showing the articles of clothing turned in and the value thereof, computed at the current issue price, will be attached to the copy of the statement of clothing account (Form N. M. C. 146) forwarded to the Quartermaster. In cases where it is impracticable to have clothing turned in exactly equal in value to the amount of indebtedness to be balanced thereby, the articles that will amount to the nearest total in excess of the required amount will be taken in, but credit given for the required amount only; for example: If the amount required to balance the indebtedness is $20, and this amount can not be exactly equaled by any combination of the articles of clothing that the man concerned can turn in, but he can turn in articles amounting to more than that, he will be required to do so to the least possible extent, but will be credited with only $20, even though the clothing so turned in amounts to, for instance, $21.69. The clothing turned in will be disposed of as provided in paragraph (2) of this article. (C. M. C. M. 2.)

GRATUITOUS ISSUES

15–19

(1) Gratuitous issues of clothing shall be limited to buttons, chevrons and sleeve insignia of all kinds, service stripes, trouser stripes, fourrageres, campaign ribbons and ribbons for decorations (with numerals, crosses, and stars when required), special full-dress band uniforms, toilet kits to recruits on first entering the service, and such other articles as may be author-

(9) *Replacement of clothing lost or destroyed in action.*—When articles of clothing issued to an enlisted man and charged to him on his clothing allowance have been lost, destroyed, or rendered unserviceable (otherwise than by fair wear and tear) in action, through no fault on his part, replacement thereof by gratuitous issue in the manner provided in paragraph (4) of this article for replacement of clothing rendered unserviceable in fighting a fire is authorized. (C. M. C. M. 3.)

(10) When, in cases other than those covered by paragraphs (4) and (9) above, articles of clothing issued to an enlisted man during his current enlistment and charged to him on his clothing allowance have been lost, destroyed, or so damaged as to be unfit for use, through no fault or neglect on his part, a board of survey will be ordered to investigate the circumstances and determine what, if any, credit should be allowed the man in his clothing account as a reasonable and just reimbursement for the loss sustained, taking into consideration the length of time the articles lost or rendered unserviceable have been in use and their condition, the number of like articles remaining in his possession, the length of time the man concerned has to serve to complete his enlistment, and the articles that he will have to draw on account of the loss to enable him to perform his duties. A sworn statement of the man concerned, showing the articles lost or rendered unserviceable, their condition, and the length of time they have been in use, and an inventory of like articles remaining in his possession immediately after the loss will be attached to the report of the board. In determining the amount of the credit to be recommended to cover the loss, the board will take into consideration only such of the articles lost or rendered unserviceable as, together with like articles remaining in the claimant's possession immediately after the loss, do not exceed the quantity of such articles that it is ordinarily necessary for an enlisted man to have in his possession for the performance of his military duties and that it will be necessary to replace before the expiration of his enlistment. No credit for articles issued to him during a previous enlistment will be allowed. The board will submit its report in duplicate, which, after appropriate action thereon by the approving authority, will be forwarded in all cases to the Quartermaster for final action, who after taking such action will forward the duplicate to the officer carrying the clothing account of the claimant. That officer will enter in the clothing account of the claimant the credit, if any, authorized by the final action of the Quartermaster on the report of the board, noting opposite the entry the purpose of and the authority therefor. Articles of clothing that it may be necessary to issue to the claimant to replace those lost or rendered unserviceable will be charged in his clothing account as a regular issue, but should such issues exceed the allowance specified in article 15–15 (1), checkage against his pay will be held in abeyance pending receipt of notice of the final action of the Quartermaster on the report of the board. (C. M. C. M. 3.)

DESTRUCTION OF CLOTHING OR OTHER PROPERTY

15–20

(1) When clothing or any other Government property is ordered to be destroyed and the articles to be destroyed and the quantities thereof are not enumerated in the order, a board should be requested to make an inventory of the property, except in cases where this is manifestly impracticable, such as destruction of property to prevent its capture by an enemy or to prevent the spread of a conflagration. Such inventory, in duplicate, duly approved and accompanied by certified copies of the order directing the destruction of the propery, will be the accountable officer's voucher for expending the articles destroyed from his property account.

(2) Before destroying or abandoning Government property of any kind, the responsible officer should always obtain the necessary orders.

PONCHOS AND RUBBER ARTICLES

15–21

(1) ***Ponchos*** will not be issued to enlisted men as either a regular or gratuitous issue, but shall be issued for use and accounted for in the same manner as prescribed for arms and equipment.

(2) ***Rubber coats, hats, and boots*** will not be issued as either a regular or gratuitous issue, but shall be issued, on memorandum receipt, to enlisted men only, for use only when actually on duty. These articles shall continue to be carried and accounted for on the property account while in use, and when no longer serviceable should be brought before a board of survey for disposition. A list of other articles of clothing to be issued and accounted for in this or similar manner will be published in the annual "Marine Corps Price List of Clothing, etc."

FIT OF CLOTHING

15–22

(1) ***Trying on.***—Men drawing clothing shall be required to try on garments before taking them, unless they have been in the service a sufficient length of time to know, and do know, the sizes of garments they require for a good fit. Trying on garments is important. It is the practical and surest way to obtain a proper fit. Clothing is supplied to the service in such a variety of sizes that alteration of garments should not be necessary, except in rare cases, if careful attention is paid to trying on at the time of issue. Alteration of uniforms as issued will not be permitted, except upon the authority of the commanding marine officer. Issues of garments of a larger size than required for a proper fit, for the purpose of alteration, will not be made except in cases

where garments of proper size are not on hand and can not be procured in time to meet the need.

(2) *Sizes.*—Particular attention is called to the various sizes of coats and trousers issued to the corps. The conformation of men varies. Some men with certain chest measurement require long sleeves and waists, while others require short sleeves and waists. Diversity also exists as to hip and seat measurements. To provide for this diversity in the conformation of men, "long," "medium," and "short" coats and trousers are manufactured. Complaints are occasionally made that coats part in front at the bottom. Experience shows that in most cases this parting is due to one of two causes—that the men have their coats taken in at the hips or seat, or that the coats issued are too small over the hips or seat. For illustration, a man may seem to require a No. 2 "medium" coat; it is possible that a No. 3 "short" will fit better. Special care in this respect shall be observed in the issue of garments.

(3) *Hooks prohibited.*—Enlisted men will not be permitted to attach hooks below the bottom button of the uniform coat. The field hat shall be worn as prescribed in uniform regulations.

MARKING OF CLOTHING

15-23

(1) Every article of clothing in possession of enlisted men shall be plainly and indelibly marked with the owner's name, using a marking machine, stencil, or stamp for the purpose, the letters to be either three-sixteenths or one-quarter inch high and similar in style to the following sample:

J. T. SMITH

(2) These names shall be marked in black on light-colored material and in white on dark-colored material and shall be placed on the several articles as follows:

Caps: Inside the crown.
Cap covers: Inside the band.
Coats, dress, coats, service, winter; and overcoats: On lining of right sleeve, near the shoulder seam.
Coats, service, summer: Inside, on right facing, under the pocket.
Drawers: On the outside of right half waistband.
Gloves: Inside wrist, parallel to edge.
Hats: Inside the crown.
Leggings: On the inside, 1 inch from and parallel to the top.
Shirts, under: Across center of back, inside, 1 inch below collar.
Shirts, flannel: On the inside facing, underneath the right pocket.
Shoes: Inside, near the top.
Socks: On the leg, near the top.
Trousers: Inside right waistband.

(3) ***Blankets*** shall be marked with the owner's name in white block letters 1 inch in height, similar to the standard stencil issued by the Quartermaster's Department, on the face of the blanket, in the center of the lower stripe.

PROTECTION FROM MOTHS

15–24

Officers and noncommissioned officers in charge of clothing shall procure from the depot quartermaster from whom they draw supplies the necessary quantity of naphthalene to prevent damage to woolen clothing by moths. Woolen clothing must be frequently inspected and particular care taken to prevent such damage.

CHAPTER 16.

TABLE OF CONTENTS.

Sections.	Subject.	Paragraphs 16-1 to 16-314.
1	General provisions	1-5
2	Transportation of officers, enlisted men, and civilian employees	11-28
3	Transportation requests	31-53
4	Weekly report of transportation requests issued	61-64
5	Certificates of travel and report of cash for meals, transfers, etc	71-78
6	Routes and classes	81-85
7	Transfers	111-121
8	Parlor and sleeping car accommodations	131-140
9	Transportation via commercial vessels	151-156
10	Army transport regulations	161-163
11	Transportation for wives and dependent children	164-170
12	Kitchen tourist cars	171-176
13	Street car and ferry tickets	181
14	Toll bridges, ferries, and turnpikes	191
15	Officers traveling under orders involving the payment of mileage	192-194
16	Transportation of supplies	201-262
	Transportation of supplies	201-220
	Bills of lading	221-255
	Packing	256
	Loading	257
	Routing	258
	Demurrage	259
	Diversion or reconsignment	260
	Drayage	261
	Storage	262
17	Claims against carriers	263-270
18	Transportation of baggage	271-300
19	Transportation of animals	301-305
20	Accounts and voucher forms	306-308
21	Posts and stations	314

CHAPTER 16

TRANSPORTATION

Section 1.—GENERAL PROVISIONS

16–1

The Quartermaster's Department is charged with furnishing the means of transportation required in the movement of troops and material of the Marine Corps. The following instructions must be observed in procuring transportation unless there are special reasons which necessitate deviation therefrom, in which case a full report shall be made immediately to the Quartermaster.

16–2

Officer furnishing transportation.—An officer, charged with the duty of furnishing transportation, should familiarize himself with traffic conditions out of his post or station in order that passengers and freight may be forwarded by the most economical routes. He should keep advised as to any special rates that may be permanently or temporarily in effect from his post or station, and the lines over which tourist cars are operated. This information can be secured from the local agent of the carrier. Should additional information be desired or should any doubt arise as to the application of rates or any other points connected with transportation, advice should be sought from the Quartermaster.

16–3

Water lines.—Where water lines can be used, the rates charged by such lines are, as a rule, considerably lower than those charged by all-rail carriers, and issuing officers stationed at a post that is on, or contiguous to, a seaport should ascertain and compare the rates charged by all-rail, rail-and-water, or all-water routes, in order that the most economical route may be used.

16–4

Liability of vessel owners.—Vessel owners are not liable for losses resulting from dangers of the sea, provided the owner of any vessel suffering such loss exercised due diligence to make the vessel in all respects seaworthy and properly manned, equipped, and supplied. Statutes limiting the liability of vessel owners for losses incident to navigation being for the public good, the Government is bound by them although not expressly named therein.

16–5

General average.—The doctrine of general average is founded on the principle that what is sacrificed for the benefit of all should be made good by the contribution of all. * * * "I am of the opinion that the Quartermaster's Department is acting entirely in accordance with the law and regulations when it decides to ship an officer's baggage by sea rather than by rail, and that if, due to such shipment by sea, a general average is declared covering the property of the officer, the latter and not the Government is responsible for the payment of the contribution." (J. A. G., U. S. Army, Op. January 16, 1907.)

Section 2.—TRANSPORTATION OF OFFICERS, ENLISTED MEN, AND CIVILIAN EMPLOYEES

16–11

By whom authorized.—Transportation will be furnished on the order of the Major General Commandant or other person authorized to direct the transfer of troops and civilian employees, and also upon direct order of the Quartermaster.

16–12

Article 16-12 (5)

Add new paragraph:

"Transportation - Enlisted Man on Furlough -

"Where an enlisted man makes a permanent change of station, not as a part of an organization and when the change is not for his own convenience, he is entitled to transportation at the expense of the United States and his right in that respect is not affected by the fact that he may be granted a furlough to be availed of enroute, but his reimbursement of expenses for transportation not furnished by the United States is limited to his actual expense by the route actually traveled not in excess of which it would have cost the Government to have furnished the transportation in kind by the offici route."

This change is necessary to comply with Comptroller General's Decision A-32298.

16-12

(1) ***Reimbursement*** can only be made in such amounts as the Government would have paid had the transportation been officially requested, and in view of the fact that the Marine Corps is a party to various arrangements—i. e., joint military ~~arrangement~~ agreement and equalization agreement—which covers practically the entire United States, whereby certain concessions in fares are granted by the carriers parties thereto in exchange for transportation requests; officers, civilian clerks (entitled to receive actual traveling expenses only), and enlisted men should, whenever practicable, be furnished requests for such transportation as may be required when traveling on public duty.

(2) Claims for reimbursement for expenditures from personal funds arising from unforeseen conditions will in all cases be supported by individual receipts. Such claims will be made on standard voucher Form No. ~~1034~~ 1012, supported by the original and two certified copies of orders. (C. M. C. M. 4.)

(3) Commissioned officers, warrant officers, enlisted men, ~~and civilian employees~~ of the Marine Corps traveling under competent orders which entitle them to transportation, or transportation and subsistence as distinguished from mileage, who travel by privately owned conveyance will be entitled, in lieu of transportation by the shortest usually traveled route now authorized by law to be furnished in kind, to a money allowance at the rate of 3 cents per mile for the same distance. Orders must specifically authorize travel by personal conveyance. This provision will not apply to any person entitled to traveling expenses under the subsistence expense act of 1926. (C. M. C. M. 4.)

(4) Claims by enlisted men for reimbursement authorized in the preceding paragraph will be presented on standard voucher Form No. ~~1034~~, supported by the original and two certified copies of orders, showing the date and hour of departure from station and arrival at destination, and the make of automobile used in performing the travel, and will be submitted direct to the Quartermaster for settlement. ~~The claim will not include expenditures for subsistence en route.~~ (See art. 14-96 (*e*).) (C. M. C. M. 4.) The [illegible] may also include expenditures for subsistence not to exceed that authorized in article 14-96(3)(e), M.C.M. In cases where, [illegible] [illegible] not [illegible] at time [illegible]

16-13

Traveling on official business.—No person connected with the Marine Corps will be furnished with a transportation request unless he is traveling on official business, except by order of the Major General Commandant, in which case the value thereof will be checked against the account of the person transported

16-14

Transportation furnished upon ~~an officer's~~ orders to or from duty shall be indorsed ~~upon his~~ original orders, ~~and a certified copy of such orders must accompany the vouchers for the expenditure.~~ (See art. 16-16.) giving such data as request number, date [illegible] and company [illegible]

16–15

Beyond continental limits of United States.—Transportation from points beyond the continental limits of the United States will be furnished on United States Government conveyance whenever practicable, and the officer or enlisted man in charge of detachments, or an enlisted man traveling alone, will be directed to report upon arrival in the United States for transportation to the ultimate destination to a representative of the Quartermaster's Department, or, in the event there being no such representative in the immediate vicinity, to the commanding officer of such marine barracks as may be nearest to the place of debarkation.

16–16

Foreign stations.—Officers or civilian employees ordered to travel without troops to or from foreign stations, whether via Government transport or merchant vessel, should apply to an officer of the Quartermaster's Department for the necessary transportation for the sea travel involved. Transportation so furnished will be indorsed on the ~~officers~~' original orders as prescribed in article 16–14, and will show the numbers and date of the transportation requests issued therefor. Duplicate certified copies of such orders with all indorsements thereon will be forwarded to the paymaster concerned.

16–17

Travel of detachments.—Routings desired will be obtained from the Quartermaster when there are 15 or more men in the party. Telegrams advising the Quartermaster's Office of contemplated movements should contain the following information: Date of movement, destination, number of men (and officers, when 15 or more); and number and kind of cars other than coaches or sleeping cars when required, such as baggage or freight, box, flat, horse, etc. Special standard sleeping or parlor cars will not be furnished for less than 15 officers. The necessary number of coaches based on three men to two seats or sleeping cars based on two men to a section will be provided in all cases when practicable. ~~In cases of less than 25 men, where it is impossible to secure necessary sleeping accommodations, the Quartermaster will, upon telegraphic request, endeavor to arrange for such accommodations when the number of men warrants the use of a special car.~~

16–18

Enlisted men upon retirement will be furnished the same class of transportation to their homes as specified for their grade while in active service. A period of one year from date of retirement is fixed as the time during which transportation may be furnished to retired enlisted men, but this will not operate to prevent consideration by the Major General Commandant of meritorious cases. An enlisted man upon retirement can not select his residence in a foreign country and receive transportation and subsistence thereto.

16–19

Enlisted men without funds.—When an enlisted man (straggler or deserter) who is absent without leave from his station and is without funds to return thereto, or an enlisted man on furlough without funds, reports at another station, the issuing officer at such station is authorized to furnish necessary transportation and subsistence for the return of the enlisted man to his proper station. The cost of the transportation and subsistence thus furnished will be a proper charge against the pay account of the enlisted man concerned, and the necessary steps will be taken to have the checkage made and a report of same furnished the Quartermaster on form N. M. C.–698. Full commercial tariff fare will be checked for the transportation furnished for a deserter or straggler traveling alone or under guard; for stragglers voluntarily returning to their station without guard, and for men reporting from furlough without funds. (See art. 18–82.) (C. M. C. M. 1.)

16–20

Witnesses.—Officers and enlisted men reporting as witnesses before a civil court should receive from the civil authorities the necessary expenses incurred in travel and attendance; neither mileage nor travel allowance will be paid in such cases by the Marine Corps. If, however, it is absolutely necessary to

furnish them transportation in kind to enable them to appear as witnesses for the Government before a civil court of the United States an account of such expenditure, together with the evidence that they were properly subpœnaed and did attend the court will be forwarded to the Quartermaster for presentation to the Department of Justice. Officers providing such transportation will notify the marshal of the court that it was furnished, specifying points between which furnished, whether one way or round trip, and that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons. Transportation requests issued under above authority will be indorsed: "Payable by Department of Justice."

16–21

Civilian employees performing travel under orders.—(See art. 26–72.)

16–22

Extra-fare trains.—The use of extra-fare trains by officers on recruiting duty is not authorized. If for any reason such trains are used, the excess cost must be borne by the officer so traveling.

16–23

Enlisted men of the Marine Corps Reserve, engaged on active duty, are entitled to the same class of transportation and sleeping-car accommodations as are enlisted men of the Marine Corps of like grades.

16–24

Discharged enlisted men entitled to sea travel and reporting within one year from date of discharge to the representative of the Quartermaster's Department at port of embarkation, will be furnished the necessary transportation and subsistence for the sea travel involved, said transportation to be furnished, upon proper identification, on Government vessels in all instances when practicable.

16–25

Transportation for applicants for enlistment, accepted or rejected, will be furnished in all cases via the route of travel involving the lowest commercial fare, provided the service is satisfactory, as transportation furnished for men of this class is not subject to land-grant deductions or the 3 per cent allowance. (C. M. C, M. 1.)

16–26

(1) *Enlisted men under 18 years of age,* discharged on the application of either of their parents or legal guardian will be furnished transportation in kind, but not subsistence, from the place of discharge to the railroad station at or nearest to the place of acceptance for enlistment, or to their bona fide homes

if the distance thereto is not greater than from the place of discharge to the place of acceptance for enlistment, but if the distance be greater, they may be furnished transportation in kind for a distance equal to that from the place of discharge to the place of acceptance for enlistment. Pullman accommodations in accordance with existing regulations will be furnished to the proper destination under conditions stated herein. (Act of September 22, 1922.)

(2) The above-mentioned transportation should be recorded in the usual manner on the "weekly report of transportation issued" and the notation, "discharged man, act of September 22, 1922," entered in the "Remarks" column on such form, also in the lower left-hand corner of all transportation requests issued for this class of travel.

(3) Transportation of men discharged under the provision of paragraph (2), is not subject to land-grant deductions or the 3 per cent allowance; therefore, the route of travel involving the lowest commercial fare must be used in all cases, provided the service is satisfactory.

16–27

(1) *Free baggage allowance.*—The following-named articles transported by either regular or special trains in connection with troop movements will be included in the free baggage allowance:

Desks, field (company).
Desks, field (regimental).
Dispensaries (battalion).
Dispensaries (regimental).
Litters with sling.
Tools, cobbler's kits.
Typewriters (properly inclosed).

(*a*) The following additional articles will be included in the free baggage allowance when transported in special train movements:

Ranges (installed in car and used in the preparation of food to be consumed en route).

Rations (travel, to be consumed en route).

Where ranges are installed for the above purpose, all labor incident to such installation as well as to the removal thereof will be performed by the Government and in no case will the carrier be requested to perform such service.

(2) A field range No. 1 may be installed in a baggage or other car as an emergency kitchen car equipment. The method of installing this range in a baggage car will be as follows:

(*a*) Construct a box 6 feet 8 inches long by 24½ inches wide and about 12 inches deep, inside measurements, using 1½ or 2 inch material if available. Line the sides, ends, and top edge of box with galvanized iron or zinc. Place box in car running lengthwise on one side of the car, about 2 feet from the side. Fill the box with dirt up to about 2 inches of the top. Place a brick flush with top of dirt at each of the four corners where the range will set.

Article 10-23

e eleventh lin

necessary" insert the following:

sistence expenses, n

er necessary expen

civilian escorts, and

e upon the submission

ndard voucher form 10

ether with receipts

two certified copies

ilian escorts will

arding the submission

oregoing change is

sions of the Act of

roller General in

and to confor

Article 16-28

In the eleventh line following the sentence ending with the word "necessary" insert the following:

> Subsistence expenses, not to exceed $5.00 per day, and other necessary expenses will also be allowed in the case of civilian escorts, and reimbursement thereof will be made upon the submission of a claim in duplicate on standard voucher form 1012 direct to the Quartermaster, together with receipts substantiating the expenditures and two certified copies of letter authorizing the travel. Civilian escorts will be given the necessary instructions regarding the submission of such claims.

The foregoing change is necessary in order to carry out the provisions of the Act of 26 May, 1928, as interpreted by the Comptroller General in Decision A-24108, dated 19 September, 1928, and to conform to the Regulations of the Navy Department.

Place range in box, front and oven end close up against end of box, and deep enough in box so that when oven door is opened it will lie flat on edge of box. Place boiling plate in box, the end resting on top of angle iron on rear of range. Place a brick under each front corner of boiling plate, flush with top of dirt. The alamo attachment is not used when range No. 1 is installed in the above manner. Fasten range and boiling plate firmly to box by means of strap iron, or two or three strands of telegraph or telephone wire. Fill space between range, boiling plate, and side of box with soft mud to prevent heat from escaping. Three and even four field ranges may be installed in a car.

(*b*) Box can be held firmly in position on floor of car by nailing 2 by 4 inch strips around sides and ends of box. This is important and must not be neglected.

(3) Remove one of the top ventilating windows from car; tack tent guards, furnished with each range, over the opening, one on the outside of the car and one on the inside. Carry stovepipe up and out through the opening. End of pipe should extend about 6 inches outside of the ventilator opening. Elbow should be placed on end of pipe, facing up, and wired firmly to car. Wire stovepipe firmly to both sides of car.

(4) The following additional equipment to that supplied with each range is necessary:

2 galvanized-iron water cans.	1 elbow, stovepipe.
2 galvanized-iron buckets.	100 feet wire.

Water cans should be filled on every possible occasion where stops are made.

16–28

Escorts for bodies of deceased officers and enlisted men.—Transportation may be issued for one escort to accompany the body of an officer or enlisted man to the place of burial. The escort will accompany the body and the [illegible] should be issued in the name of escort for two 1st class tickets, one for escort and one for the corpse ~~The body will be forwarded on two first-class tickets, and in every case the escort will utilize the "corpse escort" ticket in proceeding to destination.~~ Officers detailed as escorts will travel in a mileage status. Enlisted men will be furnished with all travel allowances provided by regulations, including subsistence and quarters, while in a detention status. (See Table II, art. 14–96.) A relative or friend (not in the naval service) who accompanies a body in lieu of a service escort will be provided with transportation ("corpse escort" ticket) and one lower berth or seat in [illegible] ~~Pullman accommodations~~ and with return transportation, including [illegible] or seat in [illegible] ~~Pullman accommodations~~, when necessary. When the body is returned from points outside the continental limits of the United States, a relative traveling as escort will be furnished with one first-class passage at minimum rate. In the case of cremated remains the escort will be furnished transportation in like manner as above except that one ticket only ("corpse escort") will be furnished and the receptacle containing the remains actually carried by the escort and delivered at authorized destination. (See arts. 3–4 and 18–72.) (C. M. C. M. 4.)

16-29

General court-martial prisoners, transportation for.—General court-martial prisoners serving sentence involving a term of confinement and a dishonorable or bad-conduct discharge, whose pay accounts are carried by a Marine Corps paymaster, will, upon discharge in accordance with the terms of their sentence, be furnished transportation to their homes or places of enlistment, as the commanding officer may consider to be to their best interests, of the class authorized for privates traveling under orders, including necessary sleeping accommodations, subsistence, and transfers en route, and will be designated on the transportation requests covering such transportation and on the weekly report of transportation as "Discharged prisoners." Transportation so furnished is payable by the Bureau of Supplies and Accounts, is classed as "Nonmilitary," and is chargeable to "Fines and forfeitures, Navy." Transportation requests in such cases will be marked "To be billed to the Bureau of Supplies and Accounts, Navy Department." (C. M. C. M. 1.)

Section 3.—TRANSPORTATION REQUESTS

16-31

(1) *Issue of books.*—Books containing transportation requests will be issued to assistant quartermasters, post quartermasters, commanding officers of posts where there are no post quartermasters, recruiting officers, and any others who may be authorized to procure transportation. Requisitions for supply of transportation requests will be made on the Quartermaster. Receipts must be given for these books showing the serial numbers of the requests contained therein.

(2) Each officer whose duties require him to perform repeated travel will be furnished by the Quartermaster with an identification card (Form 1033) and a book containing 25 transportation requests for use in procuring transportation required for travel performed by himself. The card has no connection with the issue and use of transportation requests for any other purpose. The officers to whom the identification card is issued will sign it in the blank space provided for the purpose, immediately upon its receipt, and upon being relieved will return it to the Quartermaster. The relieving officer will promptly request the Quartermaster to furnish him an identification card. Identification cards and small books of transportation requests will be furnished only to officers required to perform repeated travel. They will not be furnished to medical officers attached to recruiting stations. (C. M. C. M. 1.)

16-32

Disposition of, when relieved.—An officer having in his possession transportation requests will, upon being relieved, turn over all blank requests to his successor, taking receipt in duplicate therefor which will show the blank requests turned over and their serial numbers. The original receipt will be forwarded to the Quartermaster.

16–33

Safeguarding transportation requests.—The same care must be exercised in safeguarding transportation requests as would be given to actual cash. Should these requests, through loss or theft, get into unauthorized hands and tickets be procured thereon, the carrier would be entitled to payment, and it will be incumbent upon the officer charged with the requests to prove that every precaution was taken to prevent such loss or theft.

16–34

Lost or stolen.—If an officer discovers that transportation requests have been lost or stolen the local carriers will be notified immediately not to honor same if presented, and a detailed report, giving the serial numbers of those missing and circumstances attending the loss, will be made at once to the

Quartermaster. If the requests are later recovered, they should be immediately canceled and forwarded to the Quartermaster, otherwise difficulties may arise if presented for transportation after having been bulletined by the carriers.

16–35

How filled out.—A transportation request should set forth the following on the face thereof: Date and place of issue; time for which it will be valid; name of company required to furnish the transportation; name of person; or, if a party, of the person in charge and the number comprising the party; the points between which transportation is to be furnished; the initial letters of each road or line and junction points to be used on the journey; class and character of the transportation to be furnished, and the officer designated to settle the account. The proper designation of the traveler as shown in column 1, article 16–49, should always be inserted in the space provided therefor in the lower left-hand corner of the transportation request. When the travel is by commercial steamer, the request should show whether meals, or meals and berth, are included. The spaces in the block not used to describe the transportation or accommodation required will be stricken out.

16–36

Where number of men is less than indicated.—If for any reason the number of men in a detachment is found to be less than that shown on the request, or transportation varying from that called for is furnished, the person in charge will enter a notation on the reverse of the request showing the actual transportation, furnished, which should be signed by him; in such cases the receipt on the face of the request will have added thereto the words "except as stated on the back hereof." If, while traveling, members of a detachment for any reason fail to complete the journey, that fact and the place from which they absented themselves should be reported to the conductor of the train with request that proper notation be made on the ticket. A report of the circumstances should be forwarded to the Quartermaster immediately upon completion of the journey. The transportation furnished must not, in any case, be in excess of that called for on the face of the request, unless the difference is collected from the traveler. In no case will a receipt be given for transportation of more persons than the request calls for.

16–37

Status of traveler indicated.—Transportation requests will in all cases show the status of persons traveling, which will be stated on the two blank lines at the left of the certificate of receipt thereon, and will conform to the designations shown in column 1, article 16–49. When issued in connection with the transportation of stragglers, deserters, general court-martial prisoners, insane or invalid marines, and attendants accompanying the remains of deceased marines, the rank and name of all persons traveling on such request should be shown thereon.

16-38

Passenger rates.—An officer issuing a transportation request must acquaint himself with the passenger rates in effect between the points of contemplated travel, and the transportation requested should be specifically and fully described in the spaces provided therefor in the block at the right side of the request, using the blank spaces for description of service not specifically indicated. A request should not be used to obtain transportation or accommodation of a class of greater value than first class limited by land or minimum first class by water.

16-39

Restrictions upon issue.—Requests for parlor-car or sleeping-car and other accommodations not furnished on regular tickets for transportation must be issued separately from those for rail transportation. A transportation request will not be issued for the purpose of checking baggage only, nor to cover the transfer of passengers or baggage between railroad terminals and steamship wharves. (See art. 16-114.)

16-40

Manifolding upon typewriter.—The books of transportation requests are printed with original and memorandum copies so arranged that they will register in the proper place by the use of carbon paper, and the memorandum should be filled out at the same time as the original and show all the information called for above on the original. A typewriter should be used when practicable in filling out the requests.

16-41

Disposition of original and memorandum requests.—The original request will be turned over to the traveler or person in charge of the party. The memorandum request will be detached by the issuing officer and mailed at the close of the day, together with all other memorandum requests issued during the day, to the Quartermaster. Stubs of used transportation request books should be retained by the issuing officer for a period of six months and then forwarded to the Quartermaster for proper disposition.

16-42

Erasures or alterations.—As the form of request approved by the Comptroller General provides under general instructions to carriers that no service should be furnished upon any request that shows any erasure or alteration whatever, no portion of a request above the signature of the issuing officer will be changed in any particular; therefore, under no circumstances whatever should the valid date, points between which transportation is to be furnished, class of transportation, and number of persons traveling show any erasure or alteration whatever. Initialed erasures or alterations are not permissible. If explanations are necessary, they will be made on the back of the request. Every person receiving a request should be cautioned not to make any change thereon.

Article 16-44

lete the entire Article and substitute the following:

Round trip transportation - When transportation to any given point and return is required the issuing officer will issue one request, drawn for a round trip ticket. By calling for round trip transportation, even though there may be no round trip fares in effect to the actual destination, the Government in many cases receives the benefit of round trip fares in effect to nearby points. The round trip tickets are sold for a limited period, the shorter the period the lower the fare, and the request should call for the specific round trip ticket desired, such as "week-end ticket", "30 day ticket", or "all-year tourist ticket".

e above change is necessary due to the fact that the esent Article is obsolete, and does not give the proper ormation.

16–43

Canceled requests.—When necessary to cancel a request because of an error in its preparation or other cause, it should be marked "canceled" across its face and forwarded to the Quartermaster. All canceled requests will be shown on the weekly report of transportation in their numerical order.

16–44

Return trips.—When transportation to any given point and return is required the issuing officer will issue two sets of requests, one to place of destination and the other for return transportation, except in cases where round-trip tickets can be obtained and made available for the journey.

16–45

Excess cost for delay en route and via circuitous routes.—When delay en route is authorized for an enlisted man's own convenience, the excess cost of transportation, if any, will be charged against and collected from the enlisted man before transportation is issued. When transportation is furnished, via circuitous routes for an enlisted man's convenience, or when the cost with authorized stop-over privileges, via direct routes is in excess of the limited ticket, via direct routes, the excess will likewise be collected from the enlisted man before transportation is issued; the amount of excess cost collected will be remitted to the disbursing assistant quartermaster, U. S. M. C., Headquarters, Marine Corps, Washington, D. C.

16–46

Lost ticket.—Where the passenger has lost the ticket issued on a transportation request no refund can be secured from the carrier, nor can a new transportation request be issued for the same journey. The loss must fall on the person to whom the ticket was furnished. (21 Comp. Dec. 784.)

16–47

Duplicate requests for transportation will not be issued, nor will a request be issued after the transportation service has been performed.

16–48

(1) *Losing of requests by carrier.*—In case of transportation requests being lost by a carrier after the service has been performed, the issuing officer will advise the agent of the carrier that the auditor of said carrier should submit to the Quartermaster an affidavit showing—

(*a*) That request No.—— was honored for passage of ——— between ——— and ———.

(*b*) That ticket No. ——, Form No. ——, was furnished on this request.

(*c*) That the request has been lost or mislaid.

(*d*) That if it is afterwards found, it will be surrendered to the Quartermaster, and no claim made thereon.

(2) Upon receipt of this affidavit, the Quartermaster will take the proper action relative to payment of the account involved.

16–49

Notations thereon.—~~Requests will, in all cases, be indorsed~~ to show to what department the charge for the services should be billed and notation made thereon in the lower left-hand corner indicating the nature of the journey as designated below:

PAYABLE BY THE QUARTERMASTER—CLASSIFICATION, NONMILITARY

Notation indicating nature of journey	Notation shown in column 1 will be used for the following	Class of traveler
Transfer applicants	(*a*) Accepted applicants for enlistment (*b*) Rejected applicants from place of rejection to place of acceptance.	Accepted applicants. Rejected applicants.
Transfer enlisted men, on furlough.	Enlisted men without funds on furlough returning to station, transportation paid by them.	Enlisted men on furlough.
Transfer stragglers	Enlisted men absent without leave returning to station, either alone or under guard.	Stragglers.
Transfer deserters	Enlisted men, deserters, returning to station, either alone or under guard.	Deserters.
Transfer discharged enlisted man, under 18 years of age.	Enlisted men discharged, under 18 years of age	Enlisted men discharged, under 18 years of age.
Transfer dependents, family officer.	Dependent families of officers, where permanent change of station is involved (show name of officer and age of children).	Dependent members, family of officers.
Transfer dependents, family enlisted men.	Dependent families of enlisted men, where a permanent change of station is involved (show name of enlisted man and age of children).	Dependent members, family, enlisted men.
Transfer retired man	Retired enlisted men traveling to homes	Retired men.
Transfer corpse	Transportation, remains of commissioned officers, warrant officers, and enlisted men.	Corpse.
Transfer, civilian	(*a*) Civilian accompanying remains deceased applicant for enlistment. (*b*) Civilian accompanying remains deceased enlisted man.	Civilian.
		(C. M. C. M. 1.)

PAYABLE BY THE QUARTERMASTER—CLASSIFICATION, MILITARY

Transfer enlisted man, men.	(*a*) Reenlisted men (*b*) Enlisted men, change of station (*c*) Enlisted men, accompanying corpse (*d*) Enlisted insane, sick or invalid men, and enlisted attendants.	Enlisted men.
Transfer enlisted men, guards for deserters.	Enlisted men accompanying deserters as guards	Guards.
Transfer enlisted men, guards for stragglers.	Enlisted men accompanying stragglers as guards	Do.
Transfer enlisted men, guards returning.	Enlisted men returning to station after accompanying deserters, stragglers, or prisoners (not G. C. M. prisoners).	Enlisted men.
Transfer guards and prisoners.	Guard ordered to conduct enlisted men to place of trial.	Prisoners and guards, enlisted men.
Transfer general court-martial witness, enlisted man.	Enlisted man traveling as general court-martial witness to and from place of trial.	General court-martial witness, enlisted man.

16–49

Notations on transportation requests.—Requests will, in all cases, be indorsed to show to what department the charge for the services should be billed and notation made thereon in the lower left-hand corner indicating the nature of the journey as designated below:

PAYABLE BY THE QUARTERMASTER—CLASSIFICATION, NONMILITARY

Notation indicating nature of journey	Notation shown in column 1 will be used for the following	Class of traveler
Transfer applicants	(*a*) Accepted applicants for enlistment (*b*) Rejected applicants from place of rejection to place of acceptance.	Accepted applicants. Rejected applicants.
Transfer enlisted men, on furlough.	Enlisted men without funds on furlough returning to station, transportation paid by them.	Enlisted men on furlough.
Transfer stragglers	Enlisted men absent without leave returning to station, either alone or under guard.	Stragglers.
Transfer deserters	Enlisted men, deserters, returning to station, either alone or under guard.	Deserters.
Transfer discharged enlisted men under 18 years of age.	Enlisted men discharged, under 18 years of age	Enlisted men discharged, under 18 years of age.
Transfer dependents, family officer.	Dependent families of officers, where permanent change of station is involved (show name of officer and age and sex of children).	Dependent members, family of officers.
Transfer dependents, family enlisted men above grade of sergeant.	Dependent families of enlisted men, where permanent change of station is involved (show name of enlisted man, age and sex of children).	Dependent members, family, enlisted men.
Transfer retired man	Retired enlisted men traveling to homes	Retired men.
Transfer corpse	Transportation, remains of commissioned officers, warrant officers, and enlisted men.	Corpse.
Transfer, civilian	(*a*) Civilian accompanying remains deceased applicant for enlistment. (*b*) Civilian accompanying remains deceased enlisted man.	Civilian.
Transfer dependents, family deceased officer.	Dependent family of officer dying outside continental United States (show name of officer, age and sex of children).	Dependent members, family deceased officer.
Transfer dependents, family deceased enlisted man above grade of sergeant.	Dependent family of enlisted man dying outside continental United States (show name of enlisted man, age and sex of children).	Dependent members, family deceased enlisted man. (C. M. C. M. 1 and 4.)
Trans. civilian	Civilians other than clerks	Civilian employees

PAYABLE BY THE QUARTERMASTER—CLASSIFICATION, MILITARY

Transfer enlisted man, men.	(*a*) Reenlisted men (*b*) Enlisted men, change of station (*c*) Enlisted men, accompanying corpse (*d*) Enlisted insane, sick, or invalid men, and enlisted attendants.	Enlisted men.
Transfer enlisted men, guards for deserters.	Enlisted men accompanying deserters as guards	Guards.
Transfer enlisted men, guards for stragglers.	Enlisted men accompanying stragglers as guards	Do.
Transfer enlisted men, guards returning.	Enlisted men returning to station after accompanying deserters, stragglers, or prisoners (not general court-martial prisoners).	Enlisted men.
Transfer guards and prisoners.	Guard ordered to conduct enlisted men to place of trial.	Prisoners and guards, enlisted men.
Transfer general court-martial witness, enlisted man.	Enlisted man traveling as general court-martial witness to and from place of trial.	General court-martial witness, enlisted man.
Transfer officer, with troops.	Officer traveling with troops	Officer with troops. (C. M C. M. 4.)

PAYABLE BY THE PAYMASTER—CLASSIFICATION, MILITARY

Notation indicating nature of journey	Notation shown in column 1 will be used for the following	Class of traveler
Transportation, officer	(a) Officer on inspection duty (b) Officer on repeated travel (c) Officer traveling as general court-martial witness. (d) Officer traveling on change of station	Officers traveling under orders.

PAYABLE BY THE PAYMASTER—CLASSIFICATION, NONMILITARY

Transfer civilian	(a) Civilian ~~on inspection duty~~ clerks (b) Civilians returning to station	Civilian employees.

PAYABLE BY BUREAU SUPPLIES AND ACCOUNTS—CLASSIFICATION, MILITARY

Transfer, general court-martial prisoners and guards.	(a) Officers or enlisted men en route to prison after general court-martial. (b) Guards (enlisted men) accompanying general court-martial prisoners. (c) Guards (enlisted men) returning to station after accompanying general court-martial prisoners.	General court-martial prisoners and guards.
~~Transfer guards for deserters.~~	~~Enlisted men of the Marine Corps accompanying Navy deserters as guards.~~	Guards.
~~Transfer guards for stragglers.~~	~~Enlisted men of the Marine Corps accompanying Navy stragglers as guards.~~	~~Do.~~
Transportation, officer	Medical officer traveling under orders	Officer traveling under orders.
Enlisted man, men, Navy.	Enlisted men of the Navy, furnished transportation.	Enlisted men of the Navy traveling as guard or attendant to insane or sick marines. (C. M. C. M. 1)

PAYABLE BY BUREAU SUPPLIES AND ACCOUNTS—CLASSIFICATION, NONMILITARY

Transfer discharged general court-martial prisoners.	Discharged general court-martial prisoners (officers or enlisted men) traveling to homes after expiration of sentence.	General court-martial prisoners discharged, officers or enlisted men.
Transfer deserters, Navy	Enlisted men of the Navy, deserters, returning to station either alone or under guard.	Deserters.
Transfer stragglers, Navy.	Enlisted men of the Navy, absent without leave, returning to station either alone or under guard.	Stragglers.
Transfer civilian witness, general court-martial.	Civilian traveling as general court-martial witness to place of trial and from place of trial to station.	General court-martial witness (civilian). (C. M. C. M. 1)

PAYABLE BY THE DEPARTMENT OF JUSTICE—CLASSIFICATION, NONMILITARY

Witness civil court	Officers or enlisted men, subpœnaed to appear as witness in civil court.	Officers or enlisted men, witness, civil court.

16-50

When transportation is furnished enlisted men of the Navy they should be given separate requests. The appropriation and object of journey should be indicated on all requests issued for the transportation of enlisted men of the Navy in accordance with the following table:

Object of journey	Appropriation
Transfer of recruits	Transportation navigation.
Transfer of enlisted men	Do.
Transfer of deserters or stragglers and guards	Do.
Transfer of patients and attendants	Do.
Transportation of applicants for enlistment	Do.
Transportation of rejected applicants	Do.
Transportation dependent members of officers' and noncommissioned officers' families.	Do.
Transportation of general court-martial prisoners and guards	Pay, miscellaneous, Navy.
Transportation of discharged general court-martial prisoners	Fines and forfeitures, Navy.

16–51

Place of issue.—Transportation requests which are on charge at a post or recruiting station will in all cases show the name of said post or station as the place of issue regardless of the fact that the transportation furnished thereon may originate at other points. This will also apply in cases where recruiting officers temporarily relieve officers in other districts and issue transportation from books charged to them.

16–52

Unused requests and tickets.—All unused transportation requests, as well as railroad or steamship tickets or portions thereof issued in exchange for Marine Corps transportation requests, will be immediately turned over to the nearest representative of the Quartermaster's Department for transmittal to the Quartermaster, together with a statement which should be obtained from the traveler and forwarded with the unused ticket or portion thereof, showing why the ticket was not used to destination and whether or not baggage was checked to final destination or only to point ticket was used.

16–53

Weekly reports forwarded passenger associations.—A copy of the weekly report of transportation issued should be forwarded to the various passenger associations, their address being as follows:

Trunk Line Association territory, Mr. C. M. Burt, chairman, 143 Liberty Street, New York, N. Y.

Central Passenger Association territory, Mr. C. A. Fox, chairman, 1943 Transportation Building, Chicago, Ill.

New England Passenger Association territory, Mr. Frank Van Ummersen, chairman, Room ~~493~~ 518 South Station, Boston, Mass. C. B. Rhodes

Southeastern Passenger Association territory, ~~Mr. W. H. Howard,~~ chairman, 101 Marietta Street, Atlanta, Ga.

Western Military Bureau, Mr. ~~E. L.~~ Bevington, chairman, 516 W. Jackson Boulevard, Chicago, Ill.

Section 4.—WEEKLY REPORT OF TRANSPORTATION REQUESTS ISSUED

16–61

(1) *Items to be shown.*—This report must show all requests issued for transportation, parlor and sleeping car accommodations, and stateroom berths on steamships. When two or more requests are issued in connection with any one movement they will be stated in numerical order. A separate line will be used for each request issued. Canceled requests will be stated in their numerical order and noted as "canceled." (See art. 16–43.) (C. M. C. M. 1.)

(2) *Transportation requests issued by recruiting officers for future use* at outlying recruiting stations should be included in the report of transportation for the week in which issued and should be stated in their numerical order; the report should show the number, the date of issue, name of carrier on which drawn, points between which the transportation is provided, and in column for "Remarks" the words "Not used." The number of men for whom transportation is issued, and fare, will be entered in the office of the Quartermaster upon receipt of ~~the certificate of travel, and~~ the transportation bills, ~~respectively~~. No subsequent report of these requests will be made.

16–62

Transportation payable by Quartermaster's Department.—One copy of the weekly report of transportation, Form N. M. C. 193, for the current week, ~~covering only transportation issued which is payable by the Quartermaster's Department,~~ will be mailed to the Quartermaster on Saturday afternoon. This report will be forwarded only when transportation has been issued during the week.

16–63

Transportation payable by Paymaster's Department or Supplies and Accounts.—Transportation payable by Paymaster's Department, Marine Corps, or by the Bureau of Supplies and Accounts, Navy Department, should be reported in numerical order on the Quartermaster's report only and in the column for fares, instead of reporting the cost of such travel, the words, "Paymaster's Department" or "Bureau Supplies and Accounts" should be inserted. When transportation payable by any other Government department has been issued, same will be reported ~~on a supplementary form and forwarded together~~ with the report mentioned in the preceding article, and will be transmitted only when such transportation has been issued~~, and should be plainly stamped "Supplementary." The instructions on the reverse side of the weekly report of transportation issued are modified accordingly.~~

16–64

(1) *In preparing the weekly report of transportation issued,* the instructions on the form should be strictly complied with. When reporting transportation furnished deserters, stragglers, or general court-martial prisoners, the names of such persons will be entered in the column for "Remarks." The

cost of travel for guards will be shown at the net Government fares, and the cost of travel for stragglers and deserters, either under or without guard, will be shown at the public tariff fares. When the fare for any travel can not be ascertained, the space therefor will be left blank. (C. M. C. M. 1.)

(2) *Checkages; attaching Form 698.*—When it is necessary to prepare Form N. M. C. 698 in connection with checkage against the accounts of stragglers and deserters, also men reporting from furlough without funds, a copy of the checkage form will be attached to the weekly report of transportation issued and forwarded to the Quartermaster to cover each and every case in order that the necessary action may be taken to have the checkage made within a reasonable time. In preparing requests for checkages on Form N. M. C. 698, the public tariff fares will be used in all cases. (C. M. C. M. 1.)

Section 5.—CASH PAYMENT VOUCHERS AND RECEIPTS FOR TRANSPORTATION AND CASH

16–71

The cash payment voucher (Form N. M. C. 727) will be prepared by deputies, i. e., officers in charge of funds to be used for advances of cash for meals and transfers, at the close of business on each Saturday, where any such funds have been issued by them during the week. This voucher will be prepared in triplicate, the original and duplicate to be forwarded to the Quartermaster and the triplicate retained by the deputy, except in the cases of disbursing assistant quartermasters specified in article 14–100. In such cases the original and duplicate will be retained by such disbursing officer and the triplicate copy forwarded to the Quartermaster. In the latter case original voucher will support the account current and the duplicate retained by the disbursing officer as an office record. When transportation payable out of an appropriation other than a Marine Corps appropriation is issued, an extra copy of the voucher will be prepared for each such appropriation involved, and forwarded with the original and duplicate to the Quartermaster. (C. M. C. M. 1 and 5.)

16–72

The receipt for transportation and cash (Form N. M. C. 625), required only when cash has been advanced for meals, transfers, etc., will be prepared in triplicate. The original will be completed and attached to the original of the cash payment voucher, as a subvoucher thereto, the duplicate will be retained by the deputy, and triplicate forwarded to the Quartermaster, to support triplicate copy of cash payment voucher. The receipts for transportation and cash will be numbered consecutively, commencing with 1 and continuing until the deputy is relieved. His relief will, in like manner, start a new set of serial numbers. (C. M. C. M. 1 and 5.)

16–73

The officer issuing transportation and cash for meals and transfers en route will state on the receipt for transportation and cash the exact time of the departure of the traveler from the post and the expected time of arrival at destination. He will also indorse this information and the amount of cash advanced to the traveler for meals and transfers on the travel orders in the case, in order that the cash so advanced may be properly accounted for at the traveler's destination. (C. M. C. M. 1.) In cases where cash in lieu of meals is, for any reason, advanced such items should be shown as a separate item in the endorsement on the orders.

16–74

(1) The traveler to whom cash for meals and transfers is advanced will be instructed to report at his destination to the post quartermaster (or, where there is no post quartermaster, to the commanding officer) and account for the cash so advanced. He will also be carefully instructed as to the purposes for which the cash advanced to him is to be used and the amount allowed for each of such purposes. When the cash expended by the traveler for meals and transfers is in excess of the allowance, based on the actual time consumed in the travel, the amount of such excess will be collected from him and disposed of as provided in article 14–103 for unexpended cash turned in. (C. M.

Article 16-74 (3)

Add the following new paragraph:

"When cash for subsistence has been advanced in connection with travel by private conveyance, as provided by Article 14-96 (3)(e), the cash payment voucher will be accompanied by two copies of travel orders."

This change is necessary in order to determine the proper amount of cash to be advanced.

quired to report, as provided in article 16–74, who will dispose of it as provided in article 14–103. In cases of travel to places where there is no such officer, the unexpended cash will be forwarded by the traveler to the Disbursing Assistant Quartermaster, Headquarters, Marine Corps, Washington, D. C., with a statement showing the name of the traveler and by whom the cash was advanced. (C. M. C. M. 1.)

16–76

Cash for transfers will be advanced to officers only when traveling with troops. It will not be advanced to dependents of officers or enlisted men. (C. M. C. M. 1.)

cost of travel for guards will be shown at the net Government fares, and the cost of travel for stragglers and deserters, either under or without guard, will be shown at the public tariff fares. When the fare for any travel can not be ascertained, the space therefor will be left blank. (C. M. C. M. 1.)

(2) *Checkages; attaching Form 698.*—When it is necessary to prepare Form N. M. C. 698 in connection with checkage against the accounts of stragglers and deserters, also men reporting from furlough without funds, a copy of the checkage form will be attached to the weekly report of transportation issued and forwarded to the Quartermaster to cover each and every case in order that the necessary action may be taken to have the checkage made within a reasonable time. In preparing requests for checkages on Form N. M. C. 698, the public tariff fares will be used in all cases. (C. M. C. M. 1.)

Section 5.—CASH PAYMENT VOUCHERS AND RECEIPTS FOR TRANSPORTATION AND CASH

16–71

The cash payment voucher (Form N. M. C. 727) will be prepared by deputies, i. e., officers in charge of funds to be used for advances of cash for meals and [illegible]

The receipt for transportation and cash (Form N. M. C. 625), required only when cash has been advanced for meals, transfers, etc., will be prepared in triplicate. The original will be completed and attached to the original of the cash payment voucher, as a subvoucher thereto, the duplicate will be retained by the deputy, and triplicate forwarded to the Quartermaster, to support triplicate copy of cash payment voucher. The receipts for transportation and cash will be numbered consecutively, commencing with 1 and continuing until the deputy is relieved. His relief will, in like manner, start a new set of serial numbers. (C. M. C. M. 1 and 5.)

16–73

The officer issuing transportation and cash for meals and transfers en route will state on the receipt for transportation and cash the exact time of the departure of the traveler from the post and the expected time of arrival at destination. He will also indorse this information and the amount of cash advanced to the traveler for meals and transfers on the travel orders in the case, in order that the cash so advanced may be properly accounted for at the traveler's destination. (C. M. C. M: 1.) In cases where cash in excess of needs is, for any reason, advanced such excess should be shown as a separate item in the endorsement on the orders.

16–74

(1) The traveler to whom cash for meals and transfers is advanced will be instructed to report at his destination to the post quartermaster (or, where there is no post quartermaster, to the commanding officer) and account for the cash so advanced. He will also be carefully instructed as to the purposes for which the cash advanced to him is to be used and the amount allowed for each of such purposes. When the cash expended by the traveler for meals and transfers is in excess of the allowance, based on the actual time consumed in the travel, the amount of such excess will be collected from him and disposed of as provided in article 14–103 for unexpended cash turned in. (C. M. C. M. 1.)

(2) Men furnished with cash for meals and transfers while absent, under orders from their regular stations, on duty involving travel interrupted by temporary detentions, will be instructed upon arrival at final destination to prepare in duplicate a complete itinerary of all travel performed, showing date and hour of departure from station, arrival at and departure from each intermediate point, and arrival at destination, which must should accompany with 2 copies of travel order original copy of cash payment voucher whether such cash payment voucher is forwarded to the Disbursing Assistant Quartermaster, Headquarters Marine Corps, Washington, D. C., or to the General Accounting Office direct. (C. M. C. M. 4 and 5.)

16–75

Cash advanced for meals and transfers remaining unexpended at the completion of travel will be turned in to the officer to whom the traveler is required to report, as provided in article 16–74, who will dispose of it as provided in article 14–103. In cases of travel to places where there is no such officer, the unexpended cash will be forwarded by the traveler to the Disbursing Assistant Quartermaster, Headquarters, Marine Corps, Washington, D. C., with a statement showing the name of the traveler and by whom the cash was advanced. (C. M. C. M. 1.)

16–76

Cash for transfers will be advanced to officers only when traveling with troops. It will not be advanced to dependents of officers or enlisted men. (C. M. C. M. 1.)

16–77

Standard Form 1012

Claims of enlisted men for reimbursement for meals, transfers, etc., paid for out of their personal funds while in travel status will be made on ~~the purchase voucher form~~, supported by the claimant's original travel orders and two certified copies thereof, and submitted direct to the Quartermaster for settlement. The original orders will be returned to the claimant when settlement is effected. This also applies to similar claims of officers in charge of detachments in travel status who have made such expenditures out of their personal funds for the enlisted men of the detachment. In cases of travel interrupted by temporary detentions the claim will be supported by an itinerary of all travel performed, as provided in article 16–74 (2). (C. M. C. M. 1 and 4.)

16–78

Cash advances.—The date, number, and amount of checks received from the disbursing assistant quartermaster, headquarters, or issued by a disbursing officer advancing funds from moneys for which he is accountable to the Treasurer of the United States, for use in making cash advances will be stated as a separate item and entered on the cash-payment voucher. "Meals," "Transfers," "Lodging," etc., will be itemized separately, and transportation request numbers shown on receipts for transportation and cash (Form N. M. C. 625). (C. M. C. M. 1 and 5.)

16–79

Receipts in quadruplicate will be obtained by travelers for all expenditures for other than meals and lodgings. The original and duplicate copies of such receipt will accompany the original copy of the cash-payment voucher to the General Accounting Office, quadruplicate to the Quartermaster, with triplicate of the cash-payment voucher, and triplicate retained by the disbursing officer when cash is advanced by any of the disbursing assistant quartermasters specified in article 14–100. When cash-payment vouchers are forwarded to the disbursing assistant quartermaster, headquarters, original, duplicate, and quadruplicate copies of the receipt will accompany original and duplicate copies of the cash payment voucher to that officer and triplicate retained by the advancing officer. (C. M. C. M. 5.)

16–80

All officers, enlisted men, and civilian employees who are ordered to perform travel via Government-owned vehicles where it is impracticable to purchase motor fuels, lubricants, and antifreeze liquids from regular contractors of the Marine Corps will be advanced funds by a representative of the Quartermaster's Department for the procurement of such motor fuels, etc., such advances to be estimated according to the time involved to complete the orders. A receipt in duplicate on Form NMC 625 will be taken from the traveler for the money advanced, and upon return to post or station after completion of orders the traveler will turn over to the officer from whom the funds were obtained a receipt on Standard Form 1066, signed by the dealer. (See art. 18–83.) (C. M. C. M. 6.)

Section 6.—ROUTE AND CLASSES

16-81

Contract rates.—All officers issuing transportation will be furnished by the Quartermaster with such contract rates in which they may be interested as may be accepted for any period.

16-82

Concessions in fares.—The Marine Corps, together with the War and Navy Departments, is a party to the joint military agreement ~~arrangement~~ whereby certain concessions in fares are made by the carriers parties thereto in exchange for an equitable distribution of travel in the territories affected. Copies of this agree ~~arrangement~~ ment are furnished by the Quartermaster to all concerned for their information and guidance, and in order that full benefit may be derived therefrom the rules and regulations contained therein should, as far as practicable, be complied with.

16-83

Competitive lines.—It is the policy of the Government to divide all business between competing lines when the service and accommodations are on a parity. Therefore, in furnishing transportation between points where no contracts or arrangements are in force, issuing officers will adhere to that principle, keeping in mind the fact that the lowest fare between any two points will be the basis for determining the proper routing.

16-84

Exception notice from the a.m.

First-class individual fares only are available on railroads in the United States; consequently no other class should be specified on transportation requests. No reduction is made for parties traveling together on one ticket.

16-85

Colo. nar. line & NFSS

Cheaper water rates.—The Hartford & New York Transportation Co. offer cheaper rates than are available by rail or other lines between New York, N. Y., Boston, Mass., Portsmouth, N. H., Newport, R. I., and other New England points, and advantage should be taken thereof whenever practicable. Separate requests to and from New York are necessary on travel to or from points south of New York. Rates quoted by the Hartford & New York Transportation Co., on the above traffic include trolley fare and transfer of baggage between the steamer and Union Station at Providence, R. I. Persons presenting transportation requests to the following ticket agents will be furnished with the necessary trolley fare and baggage checks:

Hartford & New York Transportation Co., New York, N. Y.
Hartford & New York Transportation Co., Boston, Mass.
New York, New Haven & Hartford Railroad, South Station, Boston, Mass.
Boston & Maine Railroad, Portsmouth, N. H.
New York, New Haven & Hartford Railroad, Newport, R. I. (C. M. C. M. 1.)

Section 7.—TRANSFERS

16–111

Requisition for cash for transfers.—Upon requisition to the Quartermaster, cash for transfers will be furnished to assistant quartermasters, post quartermasters, commanding officers, where there are no post quartermasters, recruiting officer, and any others who may be authorized to procure transportation.

16–112

Cash turned over to relief.—An officer having in his possession cash for transfers should, upon being relieved, turn over the unexpended balance of cash remaining on hand to his successor, taking receipt in duplicate therefor, and forward the original to the Quartermaster, retaining the duplicate for his own protection.

16–113

Accounting.—Cash advanced for transfers will be accounted for with that advanced for subsistence as prescribed in article 16–71.

16–114

Cash for transfers of men and baggage will be furnished by issuing officers, when necessary, to and from railroad and steamship terminals at places of departure and destination, as well as through Baltimore, Boston, New York, Norfolk, Philadelphia, San Francisco, Seattle, and Washington. The number of pieces of baggage will not be in excess of 2, and the authorized weight of 150 pounds will not be exceeded. No allowance for transfer of baggage of applicants for enlistment en route from recruiting offices to posts or stations is authorized under any circumstances. When, in the judgment of the recruiting officer, street-car fares are necessary, they may be allowed. Transportation requests will not be issued to cover the transfer of baggage. (C. M. C. M. 5.)

16–115

Men transferred to marine barracks or stations shown in the transfer table in article 16–119 will not be furnished cash for transfer of baggage from railroad station or steamship pier at destination to the marine barracks or station, but will be instructed not to turn their baggage checks over to the expressmen or baggage transfer companies at the railroad station or steamship pier upon arrival at destination, but to deliver such checks to the post quartermaster or commanding officer at the post or station where they report. Upon receipt of the baggage checks the officer concerned will take the necessary steps to have the baggage hauled from station or pier to the barracks by post vehicle, if there be one, otherwise by the drayage contractor. Particular care will be exercised to see that all men traveling alone or in detachments are thoroughly familiar with this requirement. Men transferred for duty on board ships of the Navy, including station ships, at navy yards or naval stations where there is a marine barracks, will not be furnished cash for transfer of baggage but will be instructed to turn their baggage checks over to the post quartermaster, who will take the necessary steps to have the baggage delivered. (C. M. C. M. 1 and 2.)

16–116

(1) *Transfers to Portsmouth, N. H., via New York and Boston.*—Where enlisted men or detachments are being transferred to Portsmouth, N. H., via New York and Boston, and a portion of the journey is via the Hartford & New York Transportation Co., their baggage should be checked to New York. The baggage checks should be delivered to the agent of the Hartford & New York Transportation Co. at New York, who will recheck the baggage through to Portsmouth, N. H., and will also arrange for the necessary transfer of baggage through New York and Boston in accordance with an existing arrangement between the Hartford & New York Transportation Co., Larkin Transfer in New York, and Armstrong Transfer Co., in Boston. (C. M. C. M. 1.)

(2) When the number of men traveling is less than ten, the traveler (if only one man is traveling) or the person in charge of the detachment will be furnished cash for transfer of baggage through New York and Boston on the following basis:

	Per piece
One to nine pieces of hand baggage	$1.00
Ten or more pieces of hand baggage	.90

(A sea bag or a sea bag with hammock attached is classified as hand baggage.)

Boxes or lockers will be transferred as trunks, and $0.25 additional to the amounts shown above will be furnished for each box, trunk, or locker to be transferred. The cash furnished for the transfer of baggage through New York and Boston will be delivered to the agent of the Hartford & New York Transportation Co. with the baggage checks. (C. M. C. M. 2.)

(3) *Transfers to Boston or Newport via New York.*—Enlisted men or detachments of less than ten men en route to Boston proper, or to Newport, R. I., where a portion of the journey is via the Hartford & New York Transportation Co., should be furnished cash for the transfer of baggage through New York only, on the following basis:

	Per piece
One to nine pieces of baggage	$0.50
Ten or more pieces of baggage	.40

The checks reading to New York and the cash furnished for the transfer of baggage through New York should be handled with the agent of the Hartford & New York Transportation Co. in New York as outlined in paragraph (2).

(4) When a detachment consists of ten or more men, no cash for transfer of baggage through New York will be furnished, but the officer dispatching the detachment will notify the post quartermaster, marine barracks, navy yard, New York, N. Y., by dispatch, as far in advance as practicable, of the number of men in the detachment, the time it is due to arrive in New York, and the number of pieces of baggage it will have. That officer will telephone the information to the agent of the Hartford & New York Transportation Co. in order that reservation for the men may be made, and will transfer the baggage of the detachment through New York. If the detachment is bound for a point beyond Boston, cash for transfer of baggage through Boston will be furnished as provided in article 16–119, i. e., 50 cents for each piece of hand baggage (which includes seabags and hammocks, as explained in (2) above) and 75 cents for each trunk, box, or locker. (C. M. C. M. 2.)

16–117

When cash is advanced for transfers the traveler will be instructed as to the points of transfer and the amount furnished him for use at each point, in order that he may not exhaust in one payment funds intended for transfer at several points. Officers making cash advances for transfer of baggage should ascertain the actual number of the pieces of baggage accompanying detachments, and not assume that each man has baggage. Clothing bags and ditty boxes should be securely lashed together in order that the two may be transferred as one piece. (C. M. C. M. 1.)

16–118

Cash advanced for street-car and ferry fares when no transportation request is issued will be reported on Form N. M. C. 625. The practice of recruiting officers advancing cash for street-car and ferry fares for use by members of recruiting parties in accompanying applicants for enlistment to and from railroad stations should be discontinued where it is practicable to purchase tickets. Open-purchase requisition should be submitted to the Quartermaster for authority to purchase such tickets. (See art. 16–181.)

16–119

Transfers of men and baggage.—The amounts in the following tables are considered sufficient for the transfer of men and baggage, but the same may be modified to meet the necessities of the service, in which case the fact should immediately be reported by letter to the Quartermaster. (*With reference to baggage*, see art. 16–115.) When cash is advanced for more than one piece of baggage per man the number of pieces to be transferred will be shown on the face of the receipt for transportation and cash under the head "for transfer." (C. M. C. M. 1.) Becoming cognizant of any changes in the foregoing rates should immediately report same to the QM MC by letter.

	Men only	Baggage only
Atlanta, Ga.:		
Between recruiting station and railroad stations (4 tickets for 30 cents)	$0.10	
Baltimore, Md.:		
Between recruiting station and railroad stations	.10	
Between steamship terminals and railroad stations. (Through tickets include transfer of passenger and one piece of baggage.)		
Additional pieces—		
Trunks and articles other than hand baggage		$0.50
Hand baggage		.35
Boston, Mass.:		
Between navy yard and railroad and steamship terminals	.10	
Between north station and naval hospital	.10	
Between south station and naval hospital	.20	
Between south station and north station	.10	
Between recruiting station and north station	.10	
Between recruiting station and south station (walking distance).		
Between recruiting station and all steamship lines except Ocean Steamship Co. (walking distance).		
Between recruiting station and Ocean Steamship Co	.10	
Between recruiting station and marine barracks	.10	
Between recruiting station and naval hospital	.20	
Between north station and any steamship line	.10	
Between south station and Ocean Steamship Co	.10	
Between south station and other steamship lines (walking distance).		
*Between points in Boston—		
Sea bags		.50
Trunks		.75
Brownsville, Tex.:		
Between railroad stations		.50
Charleston, S. C.:		
Between navy yard and railroad or steamship terminals	.14	
Charleston, W. Va.:		
Between South Charleston and Charleston	.15	
Cleveland, Ohio:		
Between recruiting station ~~and New York Central~~ and Pennsylvania R. R. stations	08 .~~07~~	
Dallas, Texas:		
Between recruiting station and railroad station (5 tokens for 30 cents)	.07	
Detroit, Mich.:		
Between recruiting station and railroad stations and between railroad stations (4 tickets for 30 cents)	.08	
Dover, N. J.:		
From Baltimore & Ohio or Pennsylvania to Delaware, Lackawanna & Western R. R., where change is made at Newark, N. J	.09	.75
Fort Mifflin, Philadelphia, Pa.:		
Between Fort Mifflin and Philadelphia, Pa	.15	
Hampton Roads, Va. (naval operating base):		
Between Norfolk, Va., and naval operating base	.10	
Houston, Tex.:		
Between recruiting station and railroad stations and between railroad stations	.07	
Indianapolis, Ind.:		
Between recruiting station and railroad stations	.05	
Kansas City, Mo.:		
Between recruiting station and railroad stations	10 .~~07~~	

	Men only	Baggage only
Keyport, Wash.:		
Between marine barracks, Keyport, and ferry dock, Seattle (includes 100 pounds of baggage)	$0.40	
Los Angeles, Calif.:		
Between recruiting station and railroad stations	7 .0~~5~~	
Mare Island, Calif.:		
Between navy yard and Vallejo, between 7 a. m. and 5.15 p. m. (civilian ferry)	.05	
Between navy yard and Vallejo, detachments of less than 10 men, between 5.15 p. m. and 7 a. m. (bus)	.10	
Memphis, Tenn.:		
Between recruiting station and railroad stations	.07	
Newark, N. J.:		
Between recruiting station and railroad stations and between railroad stations	.07	
New London, Conn.:		
Between submarine base and railroad station	.15	
New Orleans, La.:		
Between naval station and Louisville & Nashville R. R.	.10	
Between naval station and other railroad lines	.17	
Between railroad stations	.07	
New York, N. Y.:		
Between navy yard or hospital and railroad or steamship terminals	.10	
Between recruiting station and steamship piers, via Pennsylvania R. R. or Grand Central R. R. stations (via Terminal Bus service)	.05	
*Between Pennsylvania R. R. station and Hartford & New York Transportation Co.	.05	
Norfolk, Va.:		
Between navy yard, marine barracks, or hospital and Seaboard Air Line R. R.	.07	
Between navy yard, marine barracks, or hospital and other railroads or steamship terminals (includes fare between Norfolk and Portsmouth, Va.)	.22	
Pensacola, Fla.:		
Between marine barracks and Louisville & Nashville railroad station	.30	
Between marine barracks and St. Louis & San Francisco railroad station	.20	
Philadelphia, Pa. (2 tokens for 15 cents where fare is 8 cents):		
Between navy yard and Baltimore & Ohio R. R. (Twenty-fourth and Chestnut Streets)	″ .~~10~~	
Between navy yard and Pennsylvania R. R. (West Philadelphia Station)	″ .~~10~~	
Between navy yard and Pennsylvania R. R. (Broad Street Station)	.08	
Between naval hospital or home and railroad stations	.08	
Between depot of supplies and Pennsylvania R. R. (Broad Street Station)	.08	
Between depot of supplies and Pennsylvania R. R. (West Philadelphia Station)	″ .~~10~~	
Between depot of supplies and Baltimore & Ohio R. R. (Twenty-fourth and Chestnut Streets)	″ .~~10~~	
Between depot of supplies and Philadelphia & Reading R. R. (Twelfth and Market Streets)	.08	
Between recruiting stations and railroad stations and between railroad stations	.08	
Between Pennsylvania R. R. (Broad Street Station) or Baltimore & Ohio R. R. (Twenty-fourth and Chestnut Streets) and Market Street Wharf—		
Trunks and articles other than hand baggage Carrier	3	$0.50
Hand baggage		.35
Pittsburgh, Pa.:		
Between recruiting station and Union Station (3 tickets for 25 cents)	.10	
Between recruiting station and Baltimore & Ohio R. R. station (3 tickets for 25 cents)	.10	
Portland, Oreg.: [illegible]		
Between recruiting station and railroad stations and between railroad stations	.08	
Puget Sound, Wash.:		
Between Bremerton and Seattle, Wash. (includes transfers and baggage)	.42	
Richmond, Va.:		
Between recruiting station and railroad stations and between railroad stations	.07	
St. Louis, Mo.:		
Between recruiting station and railroad stations and between railroad stations	.07	
San Diego, Calif.:		
Between marine barracks and railroad stations	.10	

*For joint arrangement covering transfer of baggage through New York and Boston, see par. 16–116.

	Men only	Baggage only
San Francisco, Calif.:		
Between Southern Pacific R. R. station, Third and Townsend Streets, or Pacific Steamship Co. and Monticello Steamship wharf	$0.05	----------
Between depot of supplies and railroad and steamship terminals and between Southern Pacific terminal, Third and Townsend Streets, or Pacific Steamship Co. and Monticello Steamship wharf	.05	----------
Between ferry terminals and Monticello Steamship wharf (distance, 100 yards).		
Beween Army transport docks and ferry terminals of railroads (baggage check should be given to Marine Corps truck driver who meets all transports).		
Between recruiting station and Ferry Building, Southern Pacific terminal, Third and Townsend Streets, or Monticello Steamship wharf	.05	----------
Seattle, Wash.:		
Between ferry dock and railroad station	.10	$0.25
South Charleston, W. Va.:		
Between South Charleston, W. Va., and Charleston, W. Va	.15	----------
Wakefield, Mass.:		
Between rifle range and railroad stations (bus fare)	.10	----------
Washington, D. C.:		
All transfers (~~4~~ tokens for 3 30 cents)	10.~~08~~	----------
Between steamship terminals and Union Station—		
Through tickets include transfer of passenger and one piece of baggage; additional pieces—		
Trunks and articles other than hand baggage	----------	.50
Hand baggage	----------	.35
Yorktown, Va.:		
Between Yorktown, Va., and Lee Hall, Va. (includes baggage)	.50	----------

16–120

Additional expense for baggage transfer.—Should any additional expense be necessary for transfer of baggage, claim for reimbursement should be made to the Quartermaster, forwarding receipts for expenditures, together with a statement of the facts.

16–121

Receipts for emergency expenditures, other than meals and transfers, while on special temporary duty, should always be obtained and forwarded to the Quartermaster, securely attached to the cash payment voucher.

Section 8.—PARLOR AND SLEEPING CAR ACCOMMODATIONS

16–131

Requests for parlor and sleeping car accommodations must be drawn on the Pullman Company, except when the travel originates on a line operating its own sleeping and parlor cars, in which case the requests will be drawn on the railroad company concerned. The following line operates its own sleeping and parlor cars: Chicago, Milwaukee, & St. Paul and Pacific Railroad Co. ~~Railway Co~~. (C. M. C. M. 1.)

16–132

Separate requests issued.—Issuing officers providing parlor or sleeping car accommodations will issue separate requests therefor, and state thereon the number of berths or seats required and the number of persons. All other spaces on the request in the block should be striken out by XXXX.

16–133

Sleeping accommodations.—Transportation requests issued for sleeping accommodations for officers and enlisted men will show separately on the reverse thereof the actual number of officers and enlisted men comprising the detachment, and who are furnished accommodations. When detachments of 10 men or more sleeping car accom. should be allotted on the basis of two men to a section.

16–134

Lower berth or parlor chair.—The following-named persons, when traveling under orders, are entitled to a lower berth in a standard sleeping car or to a seat in a parlor car: Officers traveling on duty with troops; civilian clerks when traveling under orders on public business; noncommissioned officers above the grade of sergeant and CPO and when traveling individually, or included in a travel of 9 persons or le ~~on duty without troops~~; and invalid marines when traveling under orders without troops on the certificate of a medical officer showing the necessity therefor, which certificate should be forwarded to the Quartermaster with the memorandum copy of transportation request issued. The enlisted attendants accompanying invalid marines are entitled to accommodations equal to those herein allowed to invalid marines. When the number of officers traveling with troops does not justify the procurement of a standard sleeping car for their accommodation, or it is impracticable to furnish such accommodations, a suitable portion of a tourist sleeping car may be curtained off for their use, one lower berth to be furnished to each officer, if practicable. ? Noncommissioned officers above the grade of sergeant, when traveling with troops, will be furnished the same accommodations as are furnished to other enlisted men.

16–135

Upper berths.—Enlisted men of the grade of sergeant and below, when performing travel with or without troops, and applicants for enlistment transferred from recruiting districts to recruit depots may be furnished with an entire berth in a sleeping car, of the cheapest class, upper berth when available, for the night travel only, when the travel involves a ride of one night. Where two or more nights' travel is involved, Pullman accommodations may be furnished from starting point to destination, provided through sleeping-car service can be obtained without a change of trains en route. Example: Washington, D. C., to San Francisco, Calif., it is necessary to change from standard to tourist at Chicago, as there is no through train service. Leave Washington 10.20 p. m., arrive Chicago 7.40 p. m. the next day. Issue one request for standard berth for the night travel only, Washington, D. C., to Pittsburgh, Pa., and another for tourist-car accommodations, Chicago to San Francisco. Tourist sleeping-car accommodations will always be furnished when available, changing when necessary from standard to tourist or vice versa, and separate requests issued for each class of accommodations.

Applicants who have been rejected through no fault of their own will be furnished sleeping-car accommodations en route from point of rejection to point of acceptance. Sleeping-car accommodations will not be furnished other rejected applicants. (C. M. C. M. 3.)

16–136

Tourist sleeping cars.—In the transfer of detachments, tourist sleeping cars will be required for when available and the number of troops justify the use of an entire car. In case the number of troops comprising the detachment is in excess of the number of berths in tourist car, and it is impracticable to procure the necessary number of cars to allow one berth to each man, the space in the tourist car will be allotted on the basis of one man to a berth and the remaining men assigned to upper berths in a tourist, or standard car of the regular equipment. The railroad authorities should be communicated

Article 16-138

te the entire Article and substitute the following:
ersons holding requests drawn on the Pullman Company
r sleeping or parlor car accommodations, s
e request to the railroad agent, who will
rvation, enter notation on the back of the
g the accommodations reserved, and stamp t
s dating stamp. The transportation reques
turned to the traveler to be presented to
nductor on the train, who will collect same
cket to the passenger. Officers issuing s
so communicate with the agent of the initi
acticable and request that the accommodati
ered be reserved through to destination."

change is necessary to clarify instructio

in rate from his personal funds. The holder of a request should in no case receipt for accommodations in excess of those called for on the request.

16–140

(1) ***Insane persons*** will, when their physical condition renders it practicable, and when the interests of the public safety and comfort permit, be furnished with the authorized transportation and sleeping-car accommodations to which entitled, according to their rank, grade, or class, under existing regulations. Attendants will be furnished with accommodations, in the same car, of the same class as those furnished to insane persons.

(2) When insane persons may be expected to be noisy, ill-mannered, unpresentable, or otherwise objectionable to the public, or when it is deemed necessary to safeguard the public from injury or annoyance, or when their physical condition renders it necessary, such insane persons and their attendants will be furnished parlor or sleeping-car accommodations on the following basis, on the certificate of the responsible medical officer:

For one insane person and two attendants, a compartment.

For two insane persons and two attendants, a drawing room.

Article 16-138

lete the entire Article and substitute the following:

"Persons holding requests drawn on the Pullman Company for sleeping or parlor car accommodations, should present the request to the railroad agent, who will make the reservation, enter notation on the back of the request showing the accommodations reserved, and stamp the request with his dating stamp. The transportation request will then be returned to the traveler to be presented to the Pullman conductor on the train, who will collect same and issue a ticket to the passenger. Officers issuing such requests will also communicate with the agent of the initial line whenever practicable and request that the accommodations called for thereon be reserved through to destination."

is change is necessary to clarify instructions.

16–133

Sleeping accommodations.—Transportation requ
modations for officers and enlisted men will s
thereof the actual number of officers and enlist
ment, and who are furnished accommodations.
or more sleeping car accom. should be allotted
a section.

16–134

Lower berth or parlor chair.—The following-nam
orders, a
parlor c
ing und
of serge
travelin
showing
Quarter
The enl
modatic
of office
sleeping
accomm
off for
? Noncom
troops,
enlisted

Uppe
ing tra
from recruiting
berth in a sleeping car, of the cheapest class, u
the night travel only, when the travel involve
two or more nights' travel is involved, Pullma
nished from starting point to destination, provi
can be obtained without a change of trains en
D. C., to San Francisco, Calif., it is necessar
tourist at Chicago, as there is no through tra
10.20 p. m., arrive Chicago 7.40 p. m. the next da
ard berth for the night travel only, Washingto
another for tourist-car accommodations, Chica
sleeping-car accommodations will always be fur
when necessary from standard to tourist or vi
issued for each class of accommodations.

Applicants who have been rejected through n
nished sleeping-car accommodations en route f
of acceptance. Sleeping-car accommodations
jected applicants. (C. M. C. M. 3.)

16–136

Tourist sleeping cars.— In the transfer of detachments, tourist sleeping cars will be required for when available and the number of troops justify the use of an entire car. In case the number of troops comprising the detachment is in excess of the number of berths in tourist car, and it is impracticable to procure the necessary number of cars to allow one berth to each man, the space in the tourist car will be allotted on the basis of one man to a berth and the remaining men assigned to upper berths in a tourist, or standard car of the regular equipment. The railroad authorities should be communicated with as to the number of additional upper berths required in order that proper space may be procured.

16–138

Reserving Pullman accommodations.—Persons holding requests for through sleeping or parlor car accommodations will, whenever practicable, present the request to the proper agent in advance in order that the required berths or seats will be reserved before commencing the journey. When not practicable to do so, they will be secured from the conductor on the car, and the receipt on the request will show the points between which the accommodations were furnished. Officers issuing such requests will also communicate with the agent of the initial line whenever practicable and request that the accommodations called for thereon be reserved through to destination.

16–139

Excess Pullman cost.—Officers issuing requests for tourist or standard sleeping-car accommodations will advise the traveler that there is no objection to the holder of a tourist request procuring standard sleeping-car accommodations on such request, provided he pays the Pullman company the difference in rate from his personal funds. The holder of a request should in no case receipt for accommodations in excess of those called for on the request.

16–140

(1) *Insane persons* will, when their physical condition renders it practicable, and when the interests of the public safety and comfort permit, be furnished with the authorized transportation and sleeping-car accommodations to which entitled, according to their rank, grade, or class, under existing regulations. Attendants will be furnished with accommodations, in the same car, of the same class as those furnished to insane persons.

(2) When insane persons may be expected to be noisy, ill-mannered, unpresentable, or otherwise objectionable to the public, or when it is deemed necessary to safeguard the public from injury or annoyance, or when their physical condition renders it necessary, such insane persons and their attendants will be furnished parlor or sleeping-car accommodations on the following basis, on the certificate of the responsible medical officer:

For one insane person and two attendants, a compartment.

For two insane persons and two attendants, a drawing room.

For more than 4 and less than 18 persons, including attendants, on the foregoing basis: When compartments are not available, drawing rooms will be furnished.

(3) When water lines are used, accommodations will be furnished equivalent in class to, but not in excess of the cost of accommodations via rail lines on the foregoing basis: When the number of persons including attendants is 18 or more, application will be made to the Quartermaster for instructions.

Section 9—TRANSPORTATION BY COMMERCIAL VESSELS

16–151

Class of accommodations furnished.—The following persons traveling on steamboats and steamships will be furnished with first-class transportation with stateroom accommodations: Officers traveling under orders ~~with troops~~; noncommissioned officers above the grade of sergeant traveling under orders without troops; dependent members of officers' families and of noncommissioned officers' ~~families~~ and invalid and insane marines with attendants. Other enlisted men so traveling and all noncommissioned officers traveling with troops will be furnished with second-class or intermediate stateroom accommodations. ~~with stateroom berth.~~ If such accommodations are not available, first-class stateroom accommodations ~~with stateroom berth~~ will be furnished. Steerage accommodations will not be furnished enlisted men of the Marine Corps.

[illegible]

16–152

Staterooms ~~berths~~.—When staterooms ~~berths~~ are not included in the fare, as in the case of travel via Long Island Sound, Chesapeake Bay, and Potomac River steamers, the request for transportation should call for the required number of staterooms ~~berths~~ of the cheapest class available, on the basis of 2 men to a room.

16–153

Meals and berths.—When meals, or meals and berths, are included in the fare, that fact must be stated on the requests issued for the transportation.

16–154

Ascertaining available accommodations.—Before issuing requests for transportation via commercial vessels, issuing officers must ascertain from the agent of the transportation company if proper accommodations can be provided. This applies especially in case of detachments.

16–155

Accommodations for applicants.—Applicants for enlistment, accepted or rejected, when transferred via commercial vessels will be furnished the same class of accommodations as are enlisted men ~~in the service~~ of the grade of Sgt, and below.

16–156

Accommodations for detachments.—In contracting or arranging for transportation of detachments via commercial vessel the issuing officer must ascertain whether the rates quoted by water lines include meals or meals and sleeping accommodations, and if the latter, what class of accommodations it is intended to furnish, and said information made a part of the agreement for the transportation.

Section 10.—ARMY TRANSPORT REGULATIONS

16–161

(1) *To whom furnished.*—The following extract from paragraph 1a, article 30–1195, United States Army Regulations, is quoted for the information of all concerned: "* * * transportation may be provided for the officers, enlisted men * * * of the Marine Corps * * * and for the families of those persons herein authorized to be transported * * *."

(2) The policy of the War Department in respect to furnishing such transportation to families is to insure compliance with the spirit of the law authorizing the same and to prevent the abuse of this privilege. Pursuant to this policy, except in case of emergency, such as illness or important and urgent business, relatives who do not habitually reside with an officer will not be granted transportation to visit him more than once in two years and those members of his family who do habitually reside with him will not be granted transportation to visit the United States more than once in any one year.

(3) No transportation will be issued to the family of any person, the transportation of whose family is authorized as set forth above, except as the result of an application by such person.

(4) Applications for such transportation of families will be made in the United States, by officers and enlisted men of the Marine Corps, through the Quartermaster, Headquarters, Marine Corps, Washington, D. C.

(5) *Information on application.*—In each case the application must show that the persons for whom transportation is requested are permanent members of the family of the officer or enlisted man, that the journey is necessary for the purpose of permitting the persons to join the officer or enlisted man or to return from the station of the officer or enlisted man where they have been living as members of his family and the number of journeys by transport that have been made by such persons.

(6) In case of transportation for servants, a person making application for such transportation will certify that the person is a bona fide servant and not employed for the trip. Authority for transportation will be contingent upon such certificate.

16–162

(1) *Rules governing transportation.*—The following rules governing transportation upon Army transports are published to the Army for the information and guidance of all concerned:

(*a*) The law as interpreted and published in paragraph 10, article 30–1195, Army Regulations, permits transportation to be furnished on Army transports for members of families of officers, enlisted men, employees, and other persons mentioned in that paragraph upon certificates that they are permanent members of the family of the person concerned. The department holds this to limit transportation to such persons as habitually reside with the head of the family and are naturally domiciled therewith and to exclude those who are, or may desire to become, transient visitors, guests, and temporary members of his household.

(*b*) *Certificates.*—Whenever application is made for the oversea transportation of persons other than the immediate members of family (wife and children) a certificate will be forwarded for the consideration of the War Department as follows:

Place_______________________________

Date________________________________

This certifies that __________ my __________ is a permanent member of my immediate family, habitually resides with me, and has no other home. (The full name and relationship of the person will be given.) Has lived with me ______ years ______ months in the past as an immediate member of my family, and will remain with me at my overseas station if transportation is furnished ______ year ______ months. The reason and necessity for such person making trip at this time, is____. Last Army Transport transportation was furnished this immediate member of my family, date __________ 192__.

(*c*) When the oversea transportation of servants (male or female) is desired, a certificate is required under paragraph 10b, article 30–1195, Army Regulations, to the following effect:

Place_______________________________

Date________________________________

This certifies that ―――――― is a bona fide servant in my family and not employed for the trip only. I personally guarantee that if the transportation is granted, said servant will not become a public charge upon the community to which taken and will be returned to the United States when necessary, without expense to the United States.

(*d*) When transportation is desired on transports sailing from New York to the Canal Zone the certificate mentioned in (*b*) must be indorsed by the Major General Commandant to the effect that the officer concerned will have at least six months' further service on foreign station after the arrival of his family.

16–163

Enlisted men of Navy and Marine Corps.—The following Executive order published in General Orders, No. 7, War Department, January 16, 1909, is reprinted for the information and guidance of all concerned:

"Enlisted men of the Navy and Marine Corps, while being transported on an Army transport, shall be subject to and obey the United States Army Transport Service Regulations and shall be liable to their proportionate share of police and guard duty whenever the commanding officer of troops on board the transport shall deem it advisable to divide those duties between the enlisted men of the Army and those of the Navy or Marine Corps on board. Enlisted men of the Navy and Marine Corps may also be called upon, but only when in the judgment of said commanding officer, there is an emergency, to perform such duty as their special knowledge and skill may enable them to perform. * * * All orders to enlisted men of the Navy or Marine Corps on board an Army transport, or to enlisted men of the Army on board a naval vessel, shall, as far as practicable, be given through their respective officers, noncommissioned or petty officers."

Section 11.—TRANSPORTATION FOR DEPENDENTS

16–164 *

(1) *To whom furnished.*—Transportation will be furnished for the wife, dependent children, and dependent mother of an officer, or a noncommissioned officer above the grade of sergeant, ordered to make a permanent change of station (acts of May 18, 1920, and June 10, 1922), or who dies outside the continental United States. (C. M. C. M. 4.) no trans. of depts. of an officer or enlisted man

who dies [illegible] outside [illegible]

(2) *Definition of "dependent children."*—The term "dependent children" as used herein includes the following only: Unmarried legitimate children, unmarried stepchildren, and unmarried adopted children of the officer or noncommissioned officer where such children are under 21 years of age, ~~or of any age if abnormal or insane~~, and who are in fact dependent upon the person claiming dependency allowance. (C. M. C. M. 4.) solely ?

(3) *Definition of "dependent mother."*—The term "dependent mother" as used herein means the mother of the officer or noncommissioned officer who resides with him as a member of his household and who is in fact dependent upon him for her chief support. (3 Comp. Gen. 109 and act of June 10, 1922.)

* (4) *Form of application required.*—Transportation for dependents will be furnished upon the filing of Form N. M. C. 914 (application for transportation for dependents), in quadruplicate, by the officer or noncommissioned officer concerned. The application will be accompanied by the original orders, if practicable, and two certified copies thereof with all indorsements. The officer issuing the transportation will indorse the original orders as to transportation furnished and return them to the officer or noncommissioned officer concerned. When it is impracticable to forward the original orders with the request they will be forwarded to the officer issuing the transportation for the required indorsement as soon as practicable. A noncommissioned officer's request will be granted after verification from service-record book as to dependents and approval by his commanding officer. (C. M. C. M. 4.)

(5) *Transportation for dependents of a deceased officer or noncommissioned officer* will be furnished upon the written request of the widow of the deceased or other responsible member of the family. If no responsible member of the family is present, the request may be made by a commissioned officer. (C. M. C. M. 4.)

* (6) *Evidence of dependency.*—Requests for transportation for a dependent mother must be accompanied by her affidavit in support of claim of dependency on standard Form 1037, in duplicate, executed before a notary public.

16–165 *

Request for transportation will be submitted in quadruplicate on Form N. M. C. 914 to the nearest representative of the Quartermaster's Department when practicable. If the applicant is serving aboard a ship of the Navy or at an Army post or school, request should be made on the supply officer of the ship or Army quartermaster, as the case may be. In the event that the applicant is serving under conditions not included in the above, request should be submitted to the Quartermaster. ~~The application must contain a certificate to the effect that the transportation requested is for the wife, dependent child or children, or dependent mother, as the case may be, giving the full name of all persons for whom transportation is desired, and in the case of children stating their age and sex, and whether or not transportation has been previously furnished under the same orders.~~ (C. M. C. M. 4.)

16–166

(1) *Transportation, where furnished.*—Transportation may be furnished from the old station to the new station, or from any point to the new station, provided any excess over the cost of transportation from the old station to the new station via the shortest usually traveled route is paid to the officer issuing the transportation at the time of issue. Transportation will not be furnished to intermediate points en route with a view of the party stopping off, thus necessitating another transportation request to complete the journey, unless a sum representing the amount in excess of the cost of transportation direct from the old station to the new station or point of embarkation on a transport is deposited at the time transportation is furnished. Transportation requests may be issued for the privilege of stopping off en route and will be limited to 60 days from date of issue. If travel is not completed within the time specified, all unused transportation requests should be forwarded to the Quartermaster, Headquarters, Marine Corps, Washington, D. C., and additional requests will be issued in order that the travel may be completed. In each case the excess amount collected will be remitted to the Disbursing Assistant Quartermaster, Headquarters, Marine Corps, Washington, D. C., and proper notation placed on the weekly report of transportation issued. For officers regularly attached to ships of the Navy the term "station" shall be interpreted to mean the home yard of the vessel to which the officer is attached under his orders; and a duly authorized change of home yard or home port of such vessel shall be deemed a permanent change of station. (C. M. C. M. 1.)

via the most economical C.T.R.

(2) Transportation for the dependents of a deceased officer, or noncommissioned officer above the grade of sergeant, who dies outside the continental United States will be furnished from the last duty station of the deceased to his home or place of burial in the United States. (C. M. C. M. 4.)

(3) See attached slip

16–167

(1) *Class of accommodations.*—Wives, ~~and~~ dependent children, and dept. mother of officers and noncommissioned officers above the grade of sergeant, when their transportation is authorized, are entitled to seats in a parlor car, berths in a standard sleeping car, or the customary stateroom accommodations on steamers on the following basis:

(1) For wife alone, one seat.

(2) For wife and infant child under 2 years of age, two seats.

(3) For wife, infant child under 2 years of age and 1 child between 2 and 5 years of age, 2 seats.

(4) For wife, infant child under 2 years of age and 2 children between 2 and 5 years of age, 3 seats.

(5) For each child over 5 years of age, 1 seat.

next, mother above, one seat

(*a*) Transportation request for railroad fare will be issued in connection with the above to read as follows:

(1) For one full fare.

(2) For one full and one half fare.

(3) For one full and one half fare.

(4) For one full and two half fares.

(5) For each child over 5 and under 12 years of age, one half-fare ticket, over 12 and under 21 years of age, one full-fare ticket, to be issued separately if traveling alone or included in 1, 2, 3, or 4, if accompanied by a parent.

(a) For one full fare

(*b*) Transportation request for parlor-car seats in connection with the above will be issued to read as follows:

(1) For one seat.

(2) For two seats.

(3) For two seats.

(4) For three seats.

(5) For each child over 5 and under 21 years of age, if traveling alone, request will be drawn for one seat, or included in 1, 2, 3, or 4, if accompanied by a parent. Sleeping-car accommodations will be furnished on the following

a separate berth will be furnished for each child 12 years of age and over, regardless of sex. If lower berth is not available, one upper berth may be furnished for each individual. Only one request will be issued to cover the required railroad fares and one request to cover the necessary parlor-car seats or Pullman accommodations, except where stop-overs are authorized as practicable. If the applicant is serving aboard a ship of the Navy or at an Army post or school, request should be made on the supply officer of the ship or Army quartermaster, as the case may be. In the event that the applicant is serving under conditions not included in the above, request should be submitted to the Quartermaster. ~~The application must contain a certificate to the effect that the transportation requested is for the wife, dependent child or children, or dependent mother, as the case may be, giving the full name of all persons for whom transportation is desired, and in the case of children stating their age and sex, and whether or not transportation has been previously furnished under the same orders.~~ (C. M. C. M. 4.)

16–166

(1) *Transportation, where furnished.*—Transportation may be furnished from the old station to the new station, or from any point to the new station, provided any excess over the cost of transportation from the old station to the new station via the shortest usually traveled route is paid to the officer issuing the transportation at the time of issue. Transportation will not be furnished to intermediate points en route with a view of the party stopping off, thus necessitating another transportation request to complete the journey, unless a sum representing the amount in excess of the cost of transportation direct from the old station to the new station or point of embarkation on a transport is deposited at the time transportation is furnished. Transportation requests may be issued for the privilege of stopping off en route and will be limited to 60 days from date of issue. If travel is not completed within the time specified, all unused transportation requests should be forwarded to the Quartermaster

via the most economical U.T.R.

Article 16-166

Add the following new sub-paragraph (3):
Transfer of personal baggage - Issuing officers are
not authorized to advance cash from public funds to
cover transfers of personal baggage of dependents.
The limit of cost of transportation of dependents i
the cost of the rail and Pullman fares, and no tran
portation of personal baggage is authorized in con-
nection therewith except that which may be covered
the ticket furnished on the transportation request.

This paragraph is necessary as some issuing officers
have been issuing cash for the transfer of dependents
baggage.

parlor car, berths in a standard sleeping car, or the customary stateroom accommodations on steamers on the following basis:

(1) For wife alone, one seat.

(2) For wife and infant child under 2 years of age, two seats.

(3) For wife, infant child under 2 years of age and 1 child between 2 and 5 years of age, 2 seats.

(4) For wife, infant child under 2 years of age and 2 children between 2 and 5 years of age, 3 seats.

(5) For each child over 5 years of age, 1 seat.

[illegible]

(*a*) Transportation request for railroad fare will be issued in connection with the above to read as follows:

(1) For one full fare.

(2) For one full and one half fare.

(3) For one full and one half fare.

(4) For one full and two half fares.

(5) For each child over 5 and under 12 years of age, one half-fare ticket, over 12 and under 21 years of age, one full-fare ticket, to be issued separately if traveling alone or included in 1, 2, 3, or 4, if accompanied by a parent.

(a) For one full fare

(*b*) Transportation request for parlor-car seats in connection with the above will be issued to read as follows:

(1) For one seat.

(2) For two seats.

(3) For two seats.

(4) For three seats.

(5) For each child over 5 and under 21 years of age, if traveling alone, request will be drawn for one seat, or included in 1, 2, 3, or 4, if accompanied by a parent. Sleeping-car accommodations will be furnished on the following basis:

For [illegible]

For wife alone	One lower berth.
For child alone	
For wife and child under 6 years of age	
For wife and female child under 12 years of age	
For two children, same sex, less than 12 years of age	
For two children, opposite sex, both under 6 years of age	
For wife and one male child over 6 years of age	One section or separate lower and upper berths.
For wife and two children under 12 years of age	
For two children, opposite sex, one or both over 6 years of age	
For two children both over 12 years of age	
For wife and two children over 12 years of age	One section and one lower berth.

[illegible] when [illegible]

(*c*) For additional children on basis as provided above. The term "child" refers to children who are furnished transportation at the rate of one-half fare; a separate berth will be furnished for each child 12 years of age and over, regardless of sex. If lower berth is not available, one upper berth may be furnished for each individual. Only one request will be issued to cover the required railroad fares and one request to cover the necessary parlor-car seats or Pullman accommodations, except where stop-overs are authorized as

Article 16-167

Add new sub-paragraph (4):
Fares for children - general rules - The following rules regarding children's fares via rail lines are quoted for information:

(1) Children under five years of age, when accompanied by parents or guardian, will be transported free of charge.
(2) Children five years of age and under twelve years of age will be charged one-half fare.
(3) Children 12 years of age and over will be charged the adult fare.

These changes are necessary to familiarize issuing officers with ticket requirements for children.

Article 16-168

At the end of the paragraph add:

"When travel via commercia
transportation must be fu
United States flag unless
Major General Commandant
on a foreign shore statio
United States flag is not available."

This change is necessary to
Section 601, Act of 22 May, 1928.

Article 16-167

Add new sub-paragraph (4):

Fares for children - general rules - The followi rules regarding children's fares via rail lines quoted for information:

(1) Children under five years of age, when accompanied by parents or guardian, will be transported free of charge.
(2) Children five years of age and under twelve years of age will be charged one-half fare.
(3) Children 12 years of age and over will be charged the adult fare.

These changes are necessary to familiarize issuin officers with ticket requirements for children.

covered in article 16–166. Transportation for dep
cluded in request for transportation of officers o
above the grade of sergeant on change of station or
troops.

(2) *Railroad fare for children occupying Pullman*
railroad ticket, in addition to the regular parlor-
required for each seat occupied exclusive
years of age if

Article 16-167

Add new sub-paragraph (4):
Fares for children - general rul
rules regarding children's fares
quoted for information:

(1) Children under five years
accompanied by parents or
be transported free of cha
(2) Children five years of age
years of age will be charg
(3) Children 12 years of age
charged the adult fare.

These changes a
officers with t

ment transport if ava

(1) *Preparation of*
in the name of the w
the name of the resp
kind of tickets requi
ordinarily blank in tl
where a half-fare ti
purpose of obtaining
traveling will be show
~~in addition to the in~~
? ~~16–50.~~ ~~In every case the name and rank of the~~
~~officer concerned should be shown on the request~~
~~and three children, ages 1, 3, and 5 years, are perfor~~
~~notation in the lower left-hand corner of the trans~~
~~and three dependent children, ages 1, 3, and 5 yea~~

chg

U. S. M. C." Requests for Pullman accommodations should bear similar notations.

(2) *Weekly reports.*—The transportation shall be accurately reported on the regular weekly reports, using full tariff fares, half tariff fares, or no charge, according to whether adults or children of different ages are traveling. Proper data should be secured from the railroad agent. The original and two certified copies of application for transportation for dependents, Form N. M. C. 914, and one copy of change of station orders will be forwarded to the Quartermaster with the transportation report. The other copy of Form N. M. C. 914 and one copy of orders will be retained in the office of the issuing officer. (C. M. C. M. 4.)

(3) *Rules to be followed.*—The general rules governing the issue of transportation should be followed where such rules do not conflict with the foregoing instructions.

16–170

(1) *Transportation procured by individual.*—When it is impracticable to secure transportation on a transportation request to cover the travel for wife or dependent children of an officer or noncommissioned officer above the grade of sergeant (as, for example, when traveling in a foreign country), the officer or noncommissioned officer concerned may procure the same from personal funds and submit claim for reimbursement to the Quartermaster's Department on standard Form ~~1034~~ 1012, and when necessary the wife or dependent children may procure the transportation similarly, and the officer or noncommissioned officer concerned is authorized to file claim with the Quartermaster's Department for reimbursement.

(2) *Vouchers for reimbursement* for transportation submitted to the Quartermaster's Department must be accompanied by the original orders, together with duplicate copies thereof. ~~and by~~ A statement ~~certificate~~ that previous transportation has not been provided under the accompanying orders and that no transportation in kind has been furnished by the Quartermaster's Department for that portion of the journey therein claimed. should be shown on the voucher

(3) *Dependents traveling later on.*—Whenever it is contemplated by an officer or noncommissioned officer that transportation will later be requested for authorized members of his family, a request for transportation on Form N. M. C. 914, application for transportation for dependents, properly prepared, and certified copies of his orders should always be left in the hands of the wife or child who will receive the transportation. Issuing officers will indorse on the original orders the serial numbers of transportation requests, points between which issued, the amount of excess cost collected, if any, and the relationship to the officer of person or persons to whom transportation is furnished. (C. M C. M. 2 and 4.)

(4) Rescinded. (See art. 16–164.)

(5) *Dependents of retired officer.*—A retired officer is not entitled to transportation of dependents from his home to active duty at a permanent station, nor from such station to his home when his active duty is terminated. (27 Comp. Dec. 61, 291, 510.)

(6) ***In lieu of transportation in kind,*** authorized by the act of May 18, 1920, to be furnished by the United States for dependents, the payment in money of amounts equal to the commercial transportation costs is authorized when such travel shall have been completed in all cases in which no Government transportation was furnished, except for sea travel when Government transports were available as hereinafter provided. (C. M. C. M. 4.)

(7) ***Outside United States.***—No payment of commercial transportation costs will be made for travel to and from stations beyond the continental United States, or for coastwise or intercoastal travel, if accommodations on Governments transports were available at or about the time travel was performed. The availability of such means of transportation will be determined by the Major General Commandant.

(8) ***Claims*** for payment of commercial transportation costs will be made on standard Form 1034, and will be submitted direct to the Quartermaster for settlement. On such claims will be stated the names of the old and new permanent station, the location of the dependents on the date of receipt by the officer of his change of station orders, the dates between which travel was performed, the mode of transportation employed, i. e., train, boat, or automobile, and the fact that transportation in kind has not been and will not be requested and none has been furnished. Claims will be accompanied by—

(*a*) The original and two certified copies of orders directing travel to the new permanent station. After the proper notations have been made on the original orders as to reimbursement for transportation of dependents, they will be returned to the officer or noncommissioned officer concerned for his record.

(*b*) Rescinded. (C. M. C. M. 4.)

~~(*c*) A certificate in duplicate, giving number and relationship of dependents,~~ together with age and sex of children and a certificate of dependency in the following form:

"I certify that______________________is my (legitimate, adopted, step) child, is a member of my household, is dependent in fact upon me for its support, that I maintain and support the child from my own resources, and that it has no property or income in its own right either vested or contingent." (C. M. C. M. 4.)

(*d*) For sea travel performed to and from stations beyond the continental United States or for coastwise or intercoastal travel, a certificate will be furnished showing that transportation via an Army or Navy transport had been requested and that such transportation was not available within a reasonable time, together with a receipt from the agent of the transportation company showing kind of transportation purchased, amount paid, and points between which it was used. When subsistence is not included in the transportation charge, the net transportation charge, less the subsistence charge, must be indicated on the receipt from the transportation company. A certificate that it was impracticable to obtain receipt for this class of transportation is not sufficient; such receipt must be obtained when it is intended to file claim for reimbursement.

Section 12.—RESCINDED. (C. M. C. M. 1.)

(*c*) A certificate in duplicate, giving number and relationship of dependents, together with age and sex of children and a certificate of dependency in the following form:

I, ———, certify that ——— (is/are) my (legitimate/step/adopted) child/children), will be ——— years of age, respectively, at next birthday, and (is/are) a (member/members) of my household; that said (child is/children are) not possessed of property or income adequate for (its/their) support and education; that (it is/they are) not the beneficiary, or beneficiaries, either directly or through others, of any trust or estate entitling (it/them) to income adequate for (its/their) support and education, that said (child is/children are) in fact now and at all times solely dependent on me; that in all respects I maintain the (child/children) at my own expense and from my own resources and am not reimbursed therefor, directly or indirectly, in any manner or form whatsoever, * and that evidence of the (child's/children's) dependency upon me and my maintenance of (it/them) has been filed with my pay accounts and is hereby made a part hereof.

(* In the case of officers drawing rental and subsistence allowances with dependents including a wife this clause may be omitted.) (C. M. C. M. 5.)

(*d*) For sea travel performed to and from stations beyond the continental United States or for coastwise or intercoastal travel, a certificate will be furnished showing that transportation via an Army or Navy transport had been requested and that such transportation was not available within a reasonable time, together with a receipt from the agent of the transportation company showing kind of transportation purchased, amount paid, and points between which it was used. When subsistence is not included in the transportation charge, the net transportation charge, less the subsistence charge, must be indicated on the receipt from the transportation company. A certificate that it was impracticable to obtain receipt for this class of transportation is not sufficient; such receipt must be obtained when it is intended to file claim for reimbursement.

Section 12.—RESCINDED. (C. M. C. M. 1.)

Section 13.—STREET CAR AND FERRY TICKETS

16–181

Issue, use, and accounting.—For the transportation of officers, enlisted men, applicants for enlistment, and employees of the United States in the transaction of public business, street car, electric railway, or ferry tickets will be supplied upon requisition to the Quartermaster, when this form of transportation is preferable in convenience and cost to other forms of transportation. This will not apply to an officer traveling under orders covering mileage. Travel between place of residence and office or place of employment is not travel in the transaction of public business within the meaning of this article. The tickets when purchased will be taken up on the property return and expended solely in the performance of public duty.

Section 14.—TOLL BRIDGES, FERRIES, AND TURNPIKES

16–191

Manner of obtaining passage.—Whenever it shall be necessary for troops, animals, vehicles, or employees in the military or naval service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest issuing officer for a request for such passage, unless such officer or person is provided with public funds with which payment can be made. If he can not obtain such request and can not make payment in cash, he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number of persons and whether mounted or on foot, number of loose animals, motor vehicles, and animal drawn vehicles, and animals to each, for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request or certificates duly receipted, will be presented to the nearest disbursing officer for settlement, who, before payment, will satify himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment will be made at the authorized or usual rates, unless more favorable terms can be obtained. (C. M. C. M. 1.)

Section 15.—OFFICERS TRAVELING UNDER ORDERS INVOLVING THE PAYMENT OF MILEAGE

(See arts. 26–10 to 26–29.) (C. M. C. M. 1.)

Section 16.—TRANSPORTATION OF SUPPLIES

TRANSPORTATION OF SUPPLIES

16–201

Duties of Quartermaster's Department.—The Quartermaster's Department is charged with furnishing transportation for all supplies of the Marine Corps, including the authorized allowance of baggage of officers on change of station, authorized mounts of officers, personal effects of enlisted men, public funds, and such other articles or supplies as may be required to be transported at Government expense.

16–202

(1) *Markings on packages.*—All property transported by the Quartermaster's Department must be plainly marked on each package to show name and address of consignee, its weight (and when necessary, its measurement), and the letters "U. S."

(2) All packages comprising less than carload shipments by express or freight will be marked to show the number of the bill of lading issued in connection therewith, such number to include the letter M in all cases—as, for example, "Govt B/L M6543–20." This will identify the package as being covered by a Marine Corps bill of lading.

16–203

Transportation by express, when in excess of cost by ordinary freight, must be limited to emergencies and shipments of delicate instruments, and vouchers in payment must show the emergency or the character of the instruments transported and authority for such transportation. Upon application of an officer of the Paymaster's Department a quartermaster may transport public funds by express. In such cases he will receipt only for so many sealed packages said to contain so much public money. In case of loss of funds by unavoidable accident the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress.

16–204

Small packages by express.—Shipping quartermasters are authorized to forward small packages by express without obtaining authority therefor in advance when the express charges are less than the cost of shipment by ordinary freight, including drayage when necessary.

16–205

Delicate instruments, etc., by express.—Authority is hereby given to officers of the Quartermaster's Department to ship by express, when called upon to furnish such transportation, delicate instruments and such other property of small weight or dimensions as is likely to be damaged or lost when shipped by ordinary freight. This authority will not be extended to shipments of property other than that herein specified or authorized by existing regulations without the sanction of the Quartermaster, nor will it in any instance cover shipments to secure quick delivery which becomes necessary owing to delay in making timely requisitions. Voltmeters of all types, ammeters, electrical instrument cases, time interval clocks, mercurial barometers, and all electrical apparatus of delicate construction which are susceptible to injury by rough handling in shipment will in every instance be shipped by express.

16–206

Express; special authority for.—In cases where special authority is obtained to make shipments by express, copy of authority will be attached to bill of lading.

16–207

Freight or express not used for mail.—The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden.

16–208

Mailable matter.—Packages of public property partaking of the characteristics of fourth-class mail matter, weighing not more than 4 pounds and not greater in size than 84 inches in length and girth combined (i. e., the length of the parcel and the measurement of the parcel around its thickest part added together), may be sent under cover of the penalty envelope. Packages weighing more than 4 pounds which conform to the limit of size indicated, and which do not exceed 70 pounds in weight when mailed for delivery within the first, second, or third zone district from the mailing office, or 50 pounds to all other zones (fourth to eighth, inclusive, as well as to Manila, Philippine Islands), are transmissible in the mails, provided postage is paid at the appropriate rate. (C. M. C. M. 1.)

16–209

Released rates.—Shipment of public property will be made at released rates in accordance with the conditions of the Government bill of lading, and, in view of said conditions, no notation is necessary on the face thereof.

16–210

Responsibility for shipment.—An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Procedure in case of loss, damage, or deficiency found on arrival at destination will be as prescribed in articles 16–261 to 16–268.

16–211

(1) *Plainly marked.*—Each package (box, crate, bundle, or loose piece) of property shipped on Government bill of lading must be plainly, legibly, and durably marked as follows:

(*a*) When consigned to a place of which there are two or more of the same name in the same State, the name of the place and of the county also must be shown. When consigned to a place not located on the line of a carrier, it must also be marked with the name of the station of the last carrier at which the consignee will accept delivery. If labels are used, they must be securely attached with glue or equally good adhesive. If tags are used, they must be sufficiently strong and durable to withstand the wear and tear incident to transportation; and when tied to a package of any kind must be securely attached through a reinforced eyelet. Tags used to mark wooden pieces or wooden containers must be fastened at all corners and center with large-headed tacks or tag fasteners, or may be tied to wooden pieces when the freight would be injured by the use of tacks or tag fasteners. Tags tied to bags, bundles, or pieces must be securely attached by strong cord or wire, except that when tied to bundles or pieces of metal they must be securely attached by a strong wire or strong tarred cord. Old consignment marks must be removed or effaced. (From Standard Rules and Conditions of Freight Classification, adopted by United States railroads.)

16–212

(1) ***Shipments of remains by express.***—In all cases where shipments of the remains of enlisted men are made to the homes of the deceased, a form of receipt, in duplicate, will be prepared and forwarded to the consignee, together with the original bill of lading, with instructions that upon receipt of the remains the bill of lading will be accomplished to show delivery and turned over to the express company making such delivery, and that the form of receeipt will also be accomplished and returned to the shipping officer in an addressed franked envelope furnished for that purpose. One copy of the receipt will be forwarded to the Quartermaster and the other will be retained by the shipping officer. Every effort should be made to obtain these receipts, as they will be used in cases where the original bill of lading has been lost, in connection with the certificate of shipment prepared by the shipping officer on Form N. M. C. 358, in effecting payment for the transportation charges.

(2) ***Bills of lading for remains.***—When the remains of deceased marines are shipped on Government bills of lading, one copy of the bill of lading on which transportation is effected should be securely pasted on the top of the outer or shipping casket and then covered with shellac or varnish to protect from moisture or rough handling. There should be stamped in letters about ⅛ inch square, diagonally across the face of each copy of the bill of lading, the following:

"Pay no charges on this shipment. Transportation will be paid by the Marine Corps. No charges of any kind in connection with this bill of lading will be collected from the consignee."

(*a*) In absence of the proper stamp, the above notation should be typewritten in capital letters.

BILLS OF LADING

16–221

Description.—Public property, or other property transported at public expense, will be transported on the prescribed form of Government bill of lading. This bill of lading has three parts: The original (Form N. M. C. 739), shipping order (Form N. M. C. 739b), and the memorandum (Form N. M. C. 739a). There is also an additional sheet to the original, shipping order or memorandum, Form N. M. C. 739c, when the shipment is so extensive as to require more than one sheet.

16–222

A series of numbers for bills of lading will be assigned to each post or station of the Marine Corps by the Quartermaster for use during each fiscal year. At the beginning of each fiscal year the series of numbers should again be used, using the first number of the series and changing the fiscal year in the following manner: 1500/27 for fiscal year 1927 and 1500/28 for fiscal year 1928.

16–223

How to issue.—The property being ready for shipment the shipping officer issues the bill of lading. One copy each of the original and shipping order and three copies of the memorandum will be used, and these five copies should be made simultaneously by the use of carbon paper. One of the three memorandum copies will be plainly stamped or endorsed " Property received copy " and another " Property shipped copy." The shipping order will be signed by the officer making the shipment.

16–224

Name of issuing officer.—In issuing Government bills of lading the name as well as the official designation of the issuing officer will be stated on the forms (N. M. C. 739, 739a, 739b, 739c) in the space provided for " consignor."

16–225

Copies accompanying shipment.—Three copies, original, shipping order, and unstamped memorandum (but not the " Property received " and " Property shipped " copies) should accompany the shipment when delivered to the carrier.

16–226

Action of carrier's agent.—The agent of the carrier will retain the shipping order, receipt the original and memorandum, and return them to the shipping officer.

16–227

Consignor and consignee.—The consignor is the officer who issues the original bill of lading. The consignee, as the word is used herein, and, in general, as understood by transportation companies, is the person to whom the last carrier turns over the shipment, and, therefore, is not necessarily the person for whom the property shipped is intended.

16–228

Disposition of original.—The original bill of lading when receipted by the agent of the receiving carrier and returned to the consignor will, together with the invoices covering the shipment, be promptly mailed in the same envelope to the consignee in order that the original bill of lading can be promptly accomplished to the carrier upon receipt of the shipment.

16–229

Accomplishment and surrender of original.—The consignee, upon receipt of the shipment, will accomplish and surrender the bill of lading to the carrier who makes delivery, being particular to note on the reverse thereof any loss or damage that may exist. This bill of lading then becomes the evidence upon which settlement for the service will be made.

16–230

Receipting.—In the absence of the consignee, or on his failure to receipt, the person receipting will certify that he is duly authorized to do so, reciting such authority.

16–231

Carrier from whom property is received.—When there is more than one carrier at the point of destination, the receiving officer should see that his certificate of receipt shows the carrier from whom the property was actually received. The word "carrier" herein used does not apply to local drayage concerns.

16–232

Disposition of unstamped memorandum.—The unstamped memorandum copy, together with all other memorandum bills of lading issued during the day, will be mailed to the disbursing quartermaster charged with the settlement of the account.

16–233

Disposition property received copy.—The memorandum marked "Property received copy" will be mailed to the consignee as soon as prepared. Upon receipt of this copy in the consignee's office, it will be filed as a record of property received.

16–234

Receipts of addressee.—Receipts will be obtained by the receiving officer from the person to whom the property shown on each bill of lading is shipped, and will be attached to and made a part of the property received copy.

16–235

Filing of receipt.—Proper care should be taken by the officers receiving property that "Property received" copies of bills of lading and receipts for property shown thereon are carefully filed, and that all notations as to shortage, damage, or other unusual condition are entered on the "Property received" copy, in order to afford ready reference to same in connection with inquiries that may be made on his office for information in regard thereto.

16–236

Disposition of property shipped copy.—The memorandum marked "Property shipped copy" will be retained by the consignor as his office file copy.

16–237

Through bills of lading will be issued in all instances between initial and ultimate points of shipment, including those for service over land-grant and bond-aided lines, except where specific instructions to the contrary have been given.

16–238

Carload lots.—A bill of lading covering the shipment of property in carload lots will have noted thereon the initials and numbers of cars in which the property is loaded.

16–239

Contract or special rates.—When a shipment is made under contract or special rates, notations of such fact will be made on the face of the bill of lading.

16–240

Shipments outside United States.—Bills of lading covering shipments to points outside the continental limits of the United States must show consignee and final destination, and value of the entire shipment, except that the value of household goods shipped at a limited valuation or the value of the property handled with troops should not be indicated on bill of lading. The cubic measurement in cubic feet must also be shown on all shipments. Value may be shown in one amount for the entire shipment, but measurements should be in detail, not showing the three dimensions (except of some extraordinary pieces) but the number of cubic feet or decimals thereof for each item. (See art. 16–314.)

16–241

Erasures, interlineations, or alterations in a bill of lading will be authenticated and explained by the person making them, preferably on the margin.

16–242

Lines owned or leased by Government.—A bill of lading issued for supplies to be forwarded by conveyance owned or leased by the Government should show that no payment is to be made for the service.

16–243

When not issued.—In no case will a second bill of lading be issued for any shipment, nor will a bill of lading be issued after the transportation has been performed.

16–244

(1) *Lost or destroyed.*—In case a bill of lading has been lost or destroyed, the shipping officer will issue upon application of the carrier or consignee a certificate in duplicate on Form N. M. C. 358. This certificate will be forwarded to the consignee, who will indorse thereon his acknowledgment of the receipt of the property and a statement as to its condition. This certificate will then become the substitute for the bill of lading and payment may be made thereon. Record should be made of the loss of the bill of lading and of the issue of the certificate.

(2) *Temporary receipt.*—The use of the consignee's temporary receipt (standard Form No. 1060) will be limited as far as practicable to cases where prompt delivery of shipment is important, or the bill of lading is lost or its receipt seriously delayed. Under no circumstances will transportation charges be paid on a temporary receipt. (C. M. C. M. 4.)

16–245

Certificate of loss; when given.—The shipping officer will not give his certificate until he has satisfied himself by correspondence with the consignee that the bill of lading is not in his possession. The shipping officer will also require proper evidence from the carrier that the bill of lading is not in its possession, and can not be traced or located, and a statement that if subsequently found it will be surrendered at once to the Quartermaster without demand. In case the bill of lading should subsequently be recovered, proper record will be made thereof and the bill of lading forwarded to the proper disbursing officer to be filed with the voucher in the case.

16–246

Delivery without bill of lading.—To insure the prompt delivery of property, in the absence of the bill of lading, the consignee will execute temporary receipt (standard Form 1060) in favor of the carrier for the property actually delivered. In the event the original bill of lading can not be found after diligent effort has been made to locate it, and it is evident that it has been lost or destroyed, a form of "Certificate in lieu of lost bill of lading," as provided in article 16–244, will be prepared. The fact that a temporary receipt (standard Form 1060) was issued for delivery of the property shipped will be indorsed on the "Certificate in lieu of lost bill of lading." Likewise when the certificate is received by the carrier for accomplishment of its certificate and waiver reference to such "Certificate in lieu of lost bill of lading" will be made on the temporary receipt and the certificate and receipt attached to the claim for payment. (C. M. C. M. 4.)

16–247

Payment when bill of lading is lost.—Payment in case of the loss of a bill of lading will be promptly reported to the Quartermaster by the disbursing officer, who will also give a description of the bill of lading, if practicable, and of the certificate and voucher on which payment is made.

16–248

Exact facts.—Bills of lading should show the exact facts. If the delivery was made on April 29, the bill of lading should show that fact, with the actual condition as revealed at the time, the exact or full nature of the loss or damage, if not then known, to be furnished the company thereafter as soon as possible. If for any reason the bill of lading is not delivered to the carrier upon receipt of shipment, a receipt for the goods actually received should be given to the carrier and the bill of lading when delivered should show the date of its delivery as well as the date of delivery of shipment, and any other facts pertinent thereto, so as to furnish a correct statement of the transaction with no fictitious presumptions to be corrected later by outside evidence. (Comp. Dec., Apr. 27, 1915.)

16–249

When to use commercial forms.—A quartermaster or acting quartermaster should at all times have a supply of the standard form of Government bill of lading in his possession. If, however, a quartermaster or acting quartermaster is without Government bills of lading he may, as an emergency measure only, make a shipment on the regular commercial bill of lading, noting thereon that the shipment is for the Government, making the same number of copies, and disposing of them as prescribed for the Government bill of lading, and advising the receiving officer, and also the disbursing officer, by whom the transportation account will be settled, of his action and the reason therefor in full. The consignee will, on receipt of the property, handle the commercial bill of lading as prescribed in article 16–250.

16–250

When Government bill of lading not issued.—In cases of shipments by freight or express payable by the Marine Corps, and covered by commercial bills of lading or express receipts, no Government bills of lading having been issued, the receiving officer will on receipt of the property attach the commercial bill of lading or express receipt to a Government bill of lading form, preferably by pasting, accomplish the certificate of delivery thereon, and surrender to the delivering carrier. This bill of lading will be given a serial number, using the first unused number of the series assigned to the post or station, with the letters "com" immediately following, as, for example, M6543–20–com. A memorandum copy thereof, bearing the same serial number, will be prepared and immediately forwarded to the office charged with the settlement of the accounts.

16–251

(1) *Lowest legal rates.*—In order that the Government may avail itself of the lowest legal rates applying on shipments, care should be exercised in classifying, crating, and packing articles for shipment.

(2) *Description of articles.*—The bill of lading should describe the articles comprising the shipment, in accordance with the description as shown in the consolidated classification, which publication is authorized by the Interstate Commerce Commission for the purpose of classifying the larger percentage of freight shipments between points in the United States.

(3) *Description of articles and packing.*—The consolidated classification has been furnished the depots and larger posts of the Marine Corps and should always be consulted for proper description of articles on bills of lading. Where the consolidated classification is not available, the articles should be described as shown in article 16–254, and in the event the article to be shipped is not shown therein, the commercial name of the article should be shown. The manner in which articles are packed should also be shown, i. e., boxed, crated, burlapped, etc. Articles that can be knocked down or nested should be so packed and so stated on the bill of lading; the material composing the article should be stated, such as wood, iron, copper, enameled ware, tinware, etc.

(4) *Express food shipments.*—In making shipments of articles of food by "express," all components coming under the term of "Subsistence stores" will be specified on the bill of lading, as "Food, articles of, N. O. S.," and the designation "Subsistence stores" will be shown directly thereunder.

16–252

Itemizing packages.—Two or more packages comprising articles in no way analogous should not be shown as one item on the bill of lading; example: "Two boxes clothing and tent pins," same should be stated as two separate items. The weight of each article should be shown opposite the entry thereof, and when articles are composed of two or more parts or two or more articles are shipped, the weights thereof should not be combined and shown as one weight; example: "Motor cycle and side car," each packed separately, the weight of each package should be shown opposite each article and not "two packages motor cycle and side car, weight 500 pounds."

16–253

(1) *Household effects of officers* should be billed as "Household goods," itemizing the number of boxes, crates, bundles, etc., stating separately the packages of professional books, as, for example:

	Pounds
8 boxes household goods	1, 678
3 crates household goods	459
4 bundles household goods	284
2 boxes professional books	261

(2) *Free entry of household goods* and personal property of officers and military personnel.

Attention is invited to Circular Letter No. 688 from the Assistant Secretary of the Treasury, dated November 7, 1924, to collectors of customs and others concerned, reading as follows:

"The following instructions are issued for your information and guidance with regard to household effects and articles of American manufacture belonging to Army and Navy personnel stationed abroad which enter this country before or subsequent to the arrival of the owners or accompanying them.

"The Department, several years ago, entered into an arrangement with the Panama Canal to permit the collector of customs for the Canal Zone, or his deputy, to make a personal examination of the effects of the Army officers and civilian employees of the Isthmian Canal Commission and the Panama Railroad which were being shipped to this country otherwise than as baggage and to issue a certificate of inspection after such examination; also to permit an affidavit as to the use of household effects as required by paragraph 1531 of the tariff act of 1922, or an affidavit as to the American origin of the goods as required by paragraph 1514 of the act to be taken before the collector of customs for the Canal Zone.

"The packages are then corded and sealed in the same manner as packages shipped in bond in the United States and a certificate of inspection attached to each piece, the duplicate being delivered to the person shipping merchandise, and the triplicate forwarded to the collector of customs at the port of arrival. Upon arrival of such shipments properly corded and sealed, and the receipt of the certificate of inspection and declaration of the owner in each case, the packages are released to the consignee without examination.

"The department wishes to make this procedure applicable as nearly as possible to the effects of Army and Navy personnel (except military and Naval attachés having a diplomatic status) arriving from all other points abroad. In the case of shipments from points where customs officials are located, such as the Philippine Islands, the Virgin Islands, and the Islands of Guam and Tutuila, the procedure above outlined for shipments from the Canal Zone is hereby authorized.

"In the case of shipments from points abroad where no customs officials are stationed the following procedure is authorized:

"At points where more than one officer is located the senior officer, excluding the owner of the effects, will take the owner's declaration and execute the certificate of inspection. At points where an individual officer is located such officer shall execute the certificate of inspection as well as the required declaration of the owner. Upon arrival of such shipments, consigned to the official representative of the Army or the Navy, and the receipt of the required certificate of inspection and declaration of the owner, they should be delivered to such official under cord and seal in order to eliminate storage and other charges, but not finally released until they have been examined and passed through customs. Examinations in such instances will be made at Army or Navy storehouses, and should items be found not subject to free entry the consignments will be left in the custody of the official representative of the Army or Navy until properly cleared.

"There is attached a copy of the prescribed form for declaration of owner and certificate of inspection.

"For the purpose of completion of the collectors' records, the fact of arrival of members of the Army and Navy personnel will be certified to the collector at port through which their effects have been entered by the proper representative of the Army or Navy."

(3) The prescribed form of certificate, N. M. C. 885, is as follows:

Declaration of returned household goods (under par. 1531, tariff act of 1922) and of goods of American manufacture (under par. 1514 of the act).

____________________192__

I, ____

(State name of service to which attached)

____

do solemnly and truly declare that I expect to arrive in the United States in the S. S. _______________ from ____ on or about ____________________192__, that the articles enumerated in the entry below, which are being forwarded by me to the port of _______________ in the S. S. _______________ due to sail _______________192__, and consigned to ____ are, to the best of my knowledge and belief, truly and bona fide of the growth (or production or manufacture) of the United States, were exported by me from the United States and are returned without having been advanced in value or improved in condition by any process of manufacture or other means; or, household goods which were owned and actually used by me or my family abroad as such for not less than one year previous to the date of this declaration, and are not, directly or indirectly, imported for any other person or persons, and are not intended for sale.

(Signature)______________________________

Marks	Numbers	Description	Contents	Value in U. S. coin

Declared to before me this______________day of_________________, 192

____

(State official title or rank)

I hereby certify that the above-described property has been packed under my personal supervision.

[SEAL.]

____

(State official title or rank)

(4) Military personnel must, prior to leaving old station abroad, execute the certificate required by the Treasury Department, and comply with the instructions as set forth in the afore-mentioned circular letter of the Treasury Department. If, for any reason, the property will precede the owner on return, the

certificate amended so as to show his probable time of arrival will be executed and mailed to the representative of the Quartermaster's Department or Supply Officer, port of entry, so as to arrive with or before the shipment. On arrival at the port of debarkation the owner must personally report to the representative of the Quartermaster's Department or supply officer promptly, and arrange with latter the clearance of his property and thus avoid any subsequent difficulties.

16–254

Description of articles.—The following instructions should be observed when describing articles on bills of lading and such articles should be packed in strict accordance herewith (this classification to be used by all shipping officers where the consolidated classification is not available):

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Airplanes	Airplanes, flying boats, or hydroairplanes, with or without power installed, in boxes or crates.
Ambulances (motor, passenger).	Automobiles, freight, loose, in boxes, in crates.
Ammunition (fixed)	Fixed ammunition for cannon (explosive projectiles), in boxes
Anvils	Anvils, iron or steel, 15 pounds or over, loose.
Automobiles (passenger)	Automobiles, passenger, loose, in boxes, in crates.
Automobile trucks (freight).	Automobile trucks, freight, loose, in boxes or crates.
Bags (bat)	Bat bags, in boxes.
Bags (clothing)	Bags, clothing, in boxes.
Bags (feed)	Bags, horse feeding, in barrels or boxes.
Bags (mail)	Bags, mail, cloth or leather in bags, bales, boxes, or bundles.
Bags (saddle)	Bags, saddle, in bales, boxes, or bundles.
Bags (sand)	Bags, sand, in bales, boxes, or bundles.
Bags (shooting)	Bags (cotton, new or old), in bales, boxes, or bundles.
Basins (wash)	Wash basins, nested, enameled ware, tinware, in barrels, boxes, or crates.
Baskets (waste paper)	Baskets, waste, paper, fiber, nested in bundles, boxes, or crates.
Baskets (wire desk)	Baskets, wire desk, nested, in boxes or crates.
Batteries (dry)	Batteries, dry cell, not spent, in barrels or boxes. Batteries, dry cell, spent (old batteries), in barrels or boxes.
Batteries (storage)	Batteries, storage, assembled with chemicals, in barrels, boxes, or crates. Batteries, storage, assembled, without chemicals, in barrels, boxes, or crates.
Benches (mess)	Benches, mess, K. D. or folded flat, in boxes, or crates.
Binders (loose leaf)	Binders, loose leaf, in boxes.
Blanco (cans)	Cleaning compound, N. O. I. B. N., in cakes, in cans, in barrels or boxes.
Boards (drawing)	Boards, drawing, in boxes, or crates.
Boats (gravy)	Crockery, porcelain ware, enamel ware, in barrels, boxes, or crates.
Bodies (automobile)	Bodies, auto, freight or truck or passenger (if S. U. or partly K. D., the height in inches should be shown on B/L), in boxes or crates (completely K. D. show whether parts are flat or nested), loose or in packages; not necessary to show size of packages.
Boilers (copper)	Boilers, wash copper, nested, if possible to nest, in boxes or crates.
Boilers (tin)	Tinware, nested if possible to nest, in barrels, boxes, or crates.
Bottles (water)	Bottles, glass, show capacity, viz, 5 gallons, etc., each in individual box or crate or packed in barrels, boxes, or crates.
Boxes (packing)	Boxes, wooden, N. O. I. B. N., new or old, nested or not nested, K. D., or folded flat (cheapest rate applies when folded flat, or knocked down).
Boxes (clothing)	Boxes, wooden, set up, not nested. If shipped knocked down or folded flat the rate would be cheaper.
Braces (ratchet)	Mechanics' tools, hand, N. O. I. B. N., in boxes.
Brackets (flagpole, recruiting).	Brackets, iron or steel, N. O. I. B. N., galvanized, in barrels, boxes, or crates.
Brackets (wood)	Brackets, wood, in boxes or crates.
Buckets (G. I.)	Buckets, G. I., nested or not nested, in barrels, boxes, bundles, or crates.

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Bunks (iron)	Beds, three piece, K. D., ends laid flat against linked or woven wire spring and rails combined, iron, wrapped in burlap, paper, excelsior or hay pads or excelsior in rope form, or in boxes or crates.
Burlap (for sand bags)	Burlap bagging or cloth, not paper lined, in bags, bundles, bales, boxes, or rolls.
Cans (bacon)	Cans, bacon (sheet steel ware, plain), not nested, in barrels, boxes, or crates.
Cans (condiment)	Cans, condiment (tinware), not nested, in barrels, boxes, or crates.
Cans (garbage, with cover).	Cans, garbage, with cover, G. I., nested, in boxes, bundles, or crates.
Cans (meat)	Cans, meat (sheet steel ware, plain), not nested, in barrels, boxes, or crates.
Cans (water with covers)	Cans, water with cover, G. I., nested in boxes, bundles, or crates.
Canteens	Canteens, Army (aluminum), in barrels or boxes.
Carbide of calcium	Carbide of calcium, in metal cans, in barrels or boxes or in iron or steel barrels.
Cartridges (ball)	Cartridges for small arms, loaded in boxes.
Cartridges (blank)	Cartridges for small arms, blank in boxes.
Cartridges (dummy)	Cartridges, dummy, in copper cans or in crates.
Cartridge shells, empty, being returned for reloading.	Cartridge shells, small arm, empty, old, used, in barrels with solid or cloth tops or in boxes.
Cartridge shells, empty, when useless, being returned as scrap.	Scrap brass, in barrels, boxes, or crates.
Cases, brass or metallic, for guns, not small arms, empty, returned for reloading.	Cartridge cases, empty, not primed, metallic, in boxes.
Cases, brass or metallic, for guns, not small arms, empty, when useless, being returned as scrap.	Scrap brass, in bales or bundles, weighing each 50 pounds or over, or in barrels, boxes, or crates.
Carts (dump)	Freight carts, without springs, S. U., wheels on or off. (If body can be knocked down, show it on bill of lading.)
Carts (hand)	Carts, hand, S. U., wheels on or off, loose (impossible to knock down body), in boxes, bundles, or crates.
Chains (tire)	Chains, automobile tire, in bags, barrels, or boxes.
Chairs (barrack)	Chairs, wooden, S. U., in burlap or paper, loose, or in boxes or crates.
Chairs (folding)	Chairs, folding, folded flat in boxes, bundles, or crates.
Chairs (office)	Chairs, office, revolving, tops and bases separated or base reversed on screw, wrapped in burlap or paper or in boxes or crates.
Chests (arm)	Boxes, wooden, not nested, new or old, as the case may be, loose or in packages.
Chests (tool, carpenter)	Chests, tool, wooden, loose or in packages.
Choppers (meat)	Choppers, meat, hand, in barrels or boxes.
Cinchas	Cinchas (saddlery, N. O. I. B. N.), in bales or boxes.
Cleanser (Oakite)	Cleaning compound, N. O. I. B. N., in packages, in barrels or boxes.
Cleaner (russet leather, bottles).	Cleaning coumpound, N. O. I. B. N., liquid, in glass, packed in barrels or boxes.
Cleavers (butchers')	Cleavers, chopping knives, in barrels or boxes.
Clothing	Clothing; description on bill of lading should be shown by the name of the article, viz, 1 box hats, 1 box trousers, 1 box coats, 1 box shirts, etc., as the case may be.
Coolers (water, twentieth century).	Coolers, water, indurated fiber ware, with inside earthen ware crock.
Cots (field)	Cots, canvas, completely collapsed and folded or rolled solid, in boxes, bundles, or crates.
Cots (steel)	Cots, steel linked or woven wire, flat or folded flat, loose or in bundles, or in boxes or crates.
Covers (mattress)	Bags, cotton, other than clayed, in bales, boxes, or bundles.
Cresol	Disinfectant, other than medicinal, liquid, in metal cans, in barrels or boxes.
Cups (enamel)	Enameled ware, nested or not nested as the case may be, in barrels, boxes, or crates.
Desks (flat top)	Desks, N. O. I. B. N., wooden finished, S. U., wrapped in burlap or fiber board, or in boxes or crates.
Disinfectant (gallons)	Disinfectant, other than medicinal, liquid, in metal cans, in barrels or boxes.
Disks (marking)	Disks, galvanized iron, in bags, barrels, or boxes.
Dressing (harness, russet, gallons).	Dressing, harness, liquid, in cans, in barrels or boxes.
Drier (Japan, gallons)	Drier, paint or varnish, N. O. I. B. N., liquid or paste, in metal cans, or pails, in barrels or boxes.

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Drums	Drums (other than toy), musical instruments, S. U., in boxes or taken apart, shells nested in boxes.
Engines (gasoline)	Engines, internal-combustion, N. O. I. B. N., not mounted on trucks, in packages, loose, or on skids.
Extinguishers (fire)	Extinguishers, fire, chemical, hand, other than glass, in barrels, boxes, or crates.
Files (document, steel, 2 drawers).	Filing cases, steel, in boxes, or crates.
Filters (syphon, complete).	Water filters, earthen ware or stoneware, packed in barrels, boxes, or crates.
Finders (range)	Finders, range (scientific instruments), in barrels or boxes.
Flies (tent)	Flies, tent, in bags, bales, barrels, boxes, or crates.
Fluid (fire extinguishers, gallons).	Fire extingusihing compound, liquid, in metal cans, in barrels or boxes, or in bulk in barrels.
Folders (paper)	Letter or document files, paper or pulpboard, folded flat, in boxes or crates.
Forges (portable)	Forges, portable, with bases or legs detached, hoods or shields detached, in bundles, or in boxes or crates.
Forks (table)	Forks, table, ironware, galvanized, tinned, or plain, in barrels or boxes.
Frames (cot)	Frames, cot, K. D., in boxes, bundles, or crates.
Frames (target)	Military target frames, K. D., in boxes, bundles, or crates.
Furnaces (gasoline), plumbers'.	Furnaces, plumbers', gasoline, in barrels, boxes, or crates.
Fuze	Fuze, safety, in bales, barrels, or boxes.
Fuze (detonating)	Fuze, detonating (high explosives), in barrels or boxes.
Fuze (combination percussion, percussion tracer, or time).	Fuze (combination percussion, percussion tracer, or time), in boxes.
Generators	Generators, electric, in boxes or crates, or on skids.
Glasses (field)	Glasses, field, in boxes.
Globes (lantern)	Globes, lantern, packed in barrels or boxes.
Grates (field range)	Grates, iron, other than gas, in barrels, boxes, or crates, or loose if possible to knock down.
Grease (axle)	Grease, axle, in metal cans in crates, in wooden pails or tubs, in barrels, boxes, kits, or iron or steel pails.
Grease (cup, pounds)	Grease, lubricating, in wooden pails or tubs, in barrels, boxes, kits, or iron and steel pails.
Grease (transmission)	Grease, lubricating, in metal cans, in crates, barrels, or boxes.
Griddles	Griddles, cast iron (hollow ware), loose or in bundles, in barrels, boxes, or crates.
Grinders (tool)	Grinding machines with hand or pedal attachment, K. D., or folded flat, in barrels, boxes, bundles, or crates.
Handles (hammer and hatchet).	Handles, wooden, finished or in the white, without metal ferrules or caps, in bags, bundles, barrels, boxes, or crates.
Handles (marking disk)	Handles, wooden, finished or in the white, with metal ferrules or caps, in bags, bundles, barrels, boxes, or crates.
Handles (mop)	Handles, mop, with metal holders attached, in bundles, boxes, or crates.
Haversacks	Haversacks, in boxes.
Heliographs	Scientific instruments (heliograph), in barrels or boxes.
Irons (hand and leg, pairs).	Shackles, iron or steel, in barrels, boxes, or crates.
Knives (table)	Cutlery, other than gold plated or silver plated, in barrels or boxes.
Lamps (electric)	Lamps, electric, incandescent, packed in barrels or boxes.
Lanterns (acetylene)	Lanterns, gas generating, with or without globes or shades, in barrels or boxes, or in boxes inclosed in crates.
Lanterns (oil)	Lanterns, metal, N. O. I. B. N., with globes, in barrels, boxes, or crates, or without globes (lantern frames), in barrels, boxes, or crates.
Lead (red and white)	Lead, red or white, paste or ground in oil, in metal cans or pails, in barrels or boxes, in bulk, in barrels, kits, or pails.
Lime (chloride of)	Lime, chloride of, in pails, in cans, in barrels or boxes, or in bulk in barrels.
Lime (hypochloride of)	Lime, hypochloride of, in pails, in cans, in barrels or boxes, or in bulk in barrels.
Links (bunk spring)	Bed springs, fabric links, or ties, iron or steel, in barrels or boxes.
Lockers (trunk)	Lockers, trunk, wrapped or in boxes or crates.
Lockers (steel)	Lockers, sheet steel, S. U., in boxes or crates (if possible to knock down the rate will be cheaper).
Machetes	Machetes (chopping knives), in barrels or boxes.
Mops	Mops, in barrels, boxes, bundles, or crates.
Motor cycles	Motor cycles, two-wheeled, in boxes or crates.
Motor cycle side cars	Motor cycle side cars, S. U., or K. D., as the case may be, in boxes or crates (removing the wheels only will not be considered K. D.).
Motor cycle parcel cars	Motor cycle parcel cars (side cars), S. U., or K. D., as the case may be, in boxes or crates (removing the wheels only will not be considered K. D.).

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Muslin (unbleached, for target).	Cotton piece goods, N. O. I. B. N., in the original piece, in boxes or burlapped bales or rolls.
Nails (roofing)	Nails, roofing, iron or steel, in barrels or boxes.
Nails (horseshoe)	Nails, horseshoe, in barrels or boxes.
Nails (wire)	Nails, iron or steel, galvanized or plain, in barrels, boxes, or kegs.
Oil (motor)	Oil, lubricating, petroleum, in metal cans in crates, in metal cans in boxes, or in bulk in barrels.
Oil (sperm)	Oils, fish, in metal cans in crates, barrels, or boxes.
Ovens (field, bake, Army No. 1).	Ovens, baking, iron or steel, other than reel, without legs, in boxes or crates, or K. D., if possible to knock down.
Parts, airplane	Boats or pontoons in boxes or crates. Fuselage with or without power installed in boxes or crates. Propellers, propeller wheels or propeller blades, wooden or wood and metal combined (state number of blades), in boxes. Wings, panels or wing sections, K. D., cowls, elevator, rudders or stabilizers, in boxes or crates. Airplane, flying boat or hydroairplane parts, N. O. I. B. N., cloth and wood combined, or cloth, wood, and iron or steel combined, in boxes or crates, iron, steel, or wooden in boxes or crates, metal and wood combined, in boxes or crates, metal, other than iron or steel, in boxes or crates.
Parts, spare, automobile and motor wagon.	Axles, with attachments, loose in boxes or crates. Axles without attachments, loose or in packages. Axles, shafts, loose or in packages. Boards, floor, running or toe, wooden, trimmed or not trimmed, in boxes, bundles, or crates. Boards running, iron or steel, in boxes, bundles, or crates. Bodies, freight or passenger, finished, S. U., or partially K. D., in boxes or crates. Packages exceeding 54 inches in height, actual weight, but not less than 1,000 pounds each; packages exceeding 44 inches but not exceeding 54 inches in height, actual weight, but not less than 1,000 pounds each; packages exceeding 34 inches but not exceeding 44 inches in height. Packages not exceeding 34 inches in height. NOTE.—The lowest rate applies when the height of the package is the lowest, and on the last two mentioned dimensions there is no specified minimum weight of 1,000 pounds. Brake drums without attachments, loose or in packages. Brake shoes, in boxes. Cylinders, cylinder castings or transmission cases, cast iron or steel in the rough, loose or in barrels or boxes. Cylinder blocks, cast iron or steel, in the rough. Loose, each weighing less than 25 pounds or wired together in bundles weighing each less than 25 pounds. Loose weighing each 25 pounds or over, or wired together in bundles weighing each 25 pounds or over, in barrels, boxes, or crates. Engine hoods, N. O. I. B. N., nested or not nested in boxes, bundles, or crates Engine, driving gear or steering gear parts, N. O. I. B. N., aluminum, brass, bronze, or copper, in barrels, boxes, or crates. Babbitt metal or white metal alloy in barrels, boxes, or crates, iron or steel, in barrels, boxes, or crates. Fenders (mud guards), or running board shields, finished, not flat nor nested in boxes, bundles, or crates. Flat or nested, in boxes, bundles, or crates. Gear frames, side or cross bars, loose or in packages. Hubs, iron or steel, with or without bearings, in boxes, bundles, or crates. Parts, automobile, N. O. I. B. N., aluminum, brass, bronze, or copper, in barrels, boxes, or crates, Babbitt metal, or white metal alloy in barrels, boxes, or crates. Iron or steel in bundles, barrels, boxes, or crates. Radiator fans, iron or steel, in barrels, boxes, or crates, shock absorbers, in barrels or boxes. Spokes, wire wheel, in boxes. Steering gear assemblies, with steering wheels attached, in barrels, boxes, or crates; with steering wheels detached, in barrels, boxes, or crates; without steering wheels, in barrels, boxes, or crates. Steering wheel rims in boxes or crates. Steering wheels in boxes or crates. Wheel bands, wheel felloes, wheel or hub flanges, wheel rims, wheel rim clamps or wedges, tire bases of side or locking wheel rings, iron or steel, weighing each less than 25 pounds, or in bundles, weighing each less than 25 pounds; weighing 25 pounds or over, loose or in bundles weighing each 25 pounds or over, or in barrels, boxes, or crates. Wheels, iron or steel, without brake drums, gears, motors, sprockets, or rubber tires, loose or in packages. Wire, in boxes or crates.

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Parts, spare, motor cycle	Parts, motor cycle, N. O. I. B. N., other than engines or engine parts, in barrels or boxes.
Pads, cotton, 12 pound; Kapok, 9 pounds.	Pads, mattresses, cotton, in boxes, paper-lined crates, bales, machine pressed or not machine pressed.
Pads, elbow, shooting canvas (and shoulder).	Pads, N. O. I. B. N., in boxes.
Padlock	Locks, N. O. I. B. N., in barrels or boxes.
Paint, battleship, gray, O. D., gallons.	Paint, liquid, or paste, in pails or metal cans, in barrels or boxes. In bulk, in barrels.
Pans, bake, march kit	Pans, baking (sheet steel), N. O. I. B. N., nested or not nested as the case may be, in bundles, barrels, or boxes.
Pans, dish	Pans, dish (tinware), plain, nested or not nested, in barrels, boxes or crates.
Pans, frying	Pans, frying, sheet steel ware, nested or not nested, in barrels, boxes, or crates.
Pans, roasting	Pans, roasting, sheet iron, U. S. Standard gauge No. 17, or tinware, nested or not nested, in barrels, boxes, or crates.
Paper, roofing, rolls	Roofing, prepared, N. O. I. B. N.
Paper, stencil, sheets	Paper, stencil, waxed in boxes.
Paper, toilet, rolls	Paper, toilet, in rolls, in boxes, or crates.
Paper, typewriter, not printed.	Paper, writing, other than folded, not printed or imprinted, in boxes, bundles, or crates. (A watermark will not be considered imprinting.)
Parts, spare, Browning machine gun.	Parts, firearm, N. O. I. B. N., in barrels or boxes.
Parts, spare, rifle	Parts, firearm, N. O. I. B. N., in barrels or boxes.
Parts, spare, pistol	Parts, firearm, N. O. I. B. N., in barrels or boxes.
Parts, spare, radio	Electrical appliances, N. O. I. B. N., in barrels or boxes.
Parts, spare, range	Parts, stove or range, cast iron or steel, or other than cast iron or steel, in barrels, or boxes.
Paste, target, dry	Paste, target (dry flour paste), or flour and chemicals combined dry, in pails, bags, barrels, or boxes.
Pasters, target	Pasters, target, in boxes.
Paulins	Paulins, in bales, boxes, bundles, or crates.
Pillows, Kapok	Pillows, N. O. I. B. N., in bags, boxes, or bales, machine pressed or not machine pressed.
Pins, tent	Pins, tent, wooden, in bags, barrels, boxes, or crates.
Pipe, field range	Pipe, stove, side seams closed, iron or steel, or tin nested or not nested, in boxes or crates.
Pistols, Colts, automatic cal. .45.	Pistols (firearms), in strapped wooden boxes.
Pitchers, enamel	Enameled ware, not nested, in barrels, boxes, or crates.
Plates	Porcelain ware or earthenware, packed in barrels, boxes, tierces, or crates.
Plates, enamel	Enameled ware, nested in barrels, boxes, or crates.
Poles, tent	Poles, tent, wooden, in bundles or crates.
Polish, glass, cakes	Polishing compound, in cakes, in barrels and boxes.
Polish, metal, cans	Polishing compound in metal cans, in barrels or boxes.
Polish, stove, cakes	Polish, stove, in cakes, in barrels or boxes.
Pots, coffee, enamel	Enameled ware, not nested, in barrels, boxes, or crates.
Pots, stock, aluminum	Pots, stock aluminum, not decorated, nested, or not nested, in barrels or boxes.
Powder, soap, packages	Powders, soap, in packages, in barrels or boxes.
Powder, hydroxide	Powder, baking, in cans or cartons packed in barrels or boxes (analogous to).
Preservative, leather	Preservative, leather, liquid in metal cans, packed in barrels or boxes.
Primers	Primers, cannon, combination electric, friction, or percussion. Percussion caps, small-arms primers or primers, N. O. I. B. N., in boxes (explosive ammunition.)
Radio, pack set, Army, 1 end complete, ¼ kilowatt.	Radio sets (electrical instruments), in barrels or boxes.
Ranges, field	Ranges, Army, field, loose or in crates.
Ranges, Army, No. 3, with water backs.	Ranges, iron or steel (coal), in boxes or crates.
Ranges, cooking	Ranges, cooking, iron or steel (coal or wood), in boxes or crates, or loose.
Refrigerators	Refrigerators, N. O. I. B. N., S. U., padded with excelsior and wrapped with burlap; S. U., in boxes or crates; K. D., in boxes, bundles, or crates (if possible to knock down).
Reins, bridle	Harness, N. O. I. B. N., in bales or boxes.
Revolvers	Revolvers (firearms), in strapped wooden boxes.
Rifles, cal. .30, 1903	Rifles (firearms), in boxes.
Rifles, Browning, automatic.	Do.
Rods, cleaning, barrack	Rods, firearm, cleaning, in boxes.

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Rods (T), bunk	Mosquito net frames, iron or steel, K. D., flat or folded flat in boxes, bundles, or crates.
Rope	Rope, in bundles, in coils or in reels, burlapped or not burlapped.
Saddles, pack	Saddles, pack, in bags, bales, or boxes.
Saddles, field	Saddles, riding, in bags, bales, or boxes.
Safes, field	Safes, with solid walls less than 1 inch in thickness, wrapped or in boxes or crates.
Sapolio, hand, cakes	Scouring or cleaning compound in cakes, in barrels or boxes or in cans or cartons, in boxes or barrels.
Sapolio, scouring, cakes	Do.
Scales, beam	Scale beam or steelyard, iron or steel, in boxes.
Scales, counter	Scales, N. O. I. B. N., in boxes.
Scales, platform	Do.
Scales, postal	Do.
Scales, recruiting	Do.
Screening, wire	Wire cloth, iron or steel, less than ½-inch mesh, in barrels, boxes, crates, or rolls.
Shells, shotgun	Cartridges (small arms), loaded, in boxes.
Shoes	Shoes, N. O. I. B. N., in boxes.
Shoes, horse, mule, and pony.	Shoes, horse, mule, and pony, iron or steel, in boxes or kegs.
Shotguns	Shotguns (firearms), in boxes.
Shovels, long handle	Shovels, N. O. I. B. N., iron or steel and wood combined, in boxes, bundles, or crates.
Shovels, short handle	Do.
Shovels, intrenching	Do.
Shrapnel, empty (containing neither a projectile nor a bursting charge.)	Projectiles, empty, other than small arms, in boxes.
Shrapnel, loaded with bursting charge, with fuse on either base or point.	Fixed ammunition for cannon (explosive projectiles), in boxes.
Sifters, flour	Sifters (tinware), nested or not nested, in barrels, boxes, or crates.
Signs, glass front	Signs, glass, N. O. I. B. N., nested or not nested, flat or K. D., flat in barrels or boxes.
Signboards, recruiting, wooden.	Signboards, without advertisement, wooden, in boxes, bundles, or crates.
Signboards, recruiting, steel.	Signboards, without advertisement, steel, in boxes, bundles, or crates.
Silhouettes, paper	Targets, military, packed flat, in boxes, bundles, or crates.
Soap, automobile	Soap, N. O. I. B. N., in inner containers or in bulk, packed in pails, tubs, barrels or boxes.
Soap, castile	Soap, N. O. I. B. N., in inner container or cakes or bars wrapped or not wrapped, packed in barrels or boxes.
Soap, laundry, cakes	Soap, N. O. I. B. N., in bars or cakes, wrapped or not wrapped, packed in barrels or boxes.
Soap, saddle, cans	Soap, N. O. I. B. N., in tin cans, packed in barrels or boxes.
Soap, salt water	Soap, N. O. I. B. N., in bars or cakes, wrapped or not wrapped or in bulk, in pails, tubs, barrels, or boxes.
Soap, toilet, cakes	Soap, N. O. I. B. N., in cakes, wrapped or not wrapped, packed in barrels or boxes.
Solder	Solder, N. O. I. B. N., in pigs or slabs, weighing each 25 pounds or over, loose. On slatted reels or on reels or spools in crates, in barrels or boxes.
Solvol, quarts	Cleaning compound, in cans, in barrels or boxes.
Spotters, target, large	Targets, spotters, paper, in boxes.
Springs, bunk, cot, complete.	Bedstead, rails and wire bed springs combined, iron or steel, loose or in packages.
Springs, helical, bunk	Springs, bed, coiled or spiral wire with or without woven wire fabric, tops compressed to not exceeding 1 inch in thickness of the wire work of each bed spring securely tied or wired in bundles or in crates (not compressed loose or in packages takes much higher rate). Compressed to not exceeding one-half of normal thickness of each bed spring, securely tied or wired in bundles or in crates.
Stazon	Iron or steel rust-preventing compound, in metal cans or tubes, in barrels or boxes.
Stoves, oil	Stoves, oil, N. O. I. B. N., in barrels, boxes, or crates.
Stretchers, field	Stretchers, hospital, other than wheeled, K. D., or folded in boxes, bundles, or crates.

Commercial name of articles or their name and description as known to the Marine Corps	Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed
Swords, N. C. O.	Swords, in boxes.
Switchboards	Switchboards, in boxes or crates.
Scientific instruments	Scientific instruments, N. O. I. B. N., in barrels or boxes.
Subsistence stores	Description should be shown by name of the article shipped, viz, 1 bag coffee, 1 box canned goods, canned fruit or canned vegetables, 1 bag sugar, etc., as the case may be.
Tables, folding	Tables, folded flat, finished, wrapped in burlap, fabric board, or paper, or in boxes or crates.
Tables, mess	Tables, mess, K. D., or folded flat, in boxes or crates.
Targets, Aiken, complete	Military targets, K. D., iron or steel, in boxes, bundles, or crates.
Targets, "G," 1913, wooden.	Military targets, K. D., wooden, in boxes, bundles, or crates.
Targets, paper	Targets, military, in boxes, bundles, or crates.
Telephone, field	Telephones, N. O. I. B. N., in barrels, boxes, or crates.
Telescopes	Telescopes, hand or other than hand, in boxes.
Tires, pneumatic	Tires, rubber, pneumatic, in wrapped bales or bundles or in boxes or crates.
Tires, solid, pressed on steel base.	Tires, rubber, solid, mounted on iron or steel base, loose or in packages.
Tongs, ice	Ice tools, in barrels or boxes.
Torches, blow	Torches, blow, in barrels or boxes.
Toweling	Cotton piece goods, in the original piece, in boxes or burlapped bales or rolls.
Tractors	Tractors (driving trucks for freight vehicles), loose, actual weight subject, to minimum charge, 4,000 pounds, each at first-class rate, in boxes or crates.
Tripods, machine gun, etc.	Tripods, N. O. I. B. N., iron or steel, K. D. or folded flat in boxes, bundles or crates; wooden, K. D., or folded flat in boxes, bundles, or crates.
Trucks, automobile	Trucks, freight, automobile, S. U., loose, actual weight, subject to a minimum charge of 4,000 pounds each at first-class rate, in boxes or crates.
Trucks, hand	Trucks, hand, with platform without standing ends, sides, stakes, or standards or with ends, side stakes, or standards detached, loose, or in packages.
Trumpets	Trumpets (musical instruments, N. O. I. B. N., wind), in boxes.
Tumblers	Tumblers, glass, packed in barrels, boxes, or crates.
Tureens, soup, enamel	Enameled ware, nested or not nested, in barrels, boxes, or crates.
Turpentine	Turpentine, spirits of, or wood turpentine in metal cans in crates, barrels, or boxes, or in bulk in barrels.
Twine, bales	Twine, N. O. I. B. N., in bags or bundles or in coils or on reels not wrapped; in coils or on reels paper wrapped or in burlapped coils or on burlapped reels; in barrels with cloth tops or in bales, barrels, boxes, or crates.
Typewriters	Typewriters in boxes.
Uprights, target, frames	Frames, target, military, K. D., in boxes, bundles, or crates.
Varnish	Varnish, N. O. I. B. N., in metal cans or pails in barrels or boxes, or in bulk in kits or in iron or steel pails, in bulk in barrels.
Vises, bench	Vises, iron or steel, in barrels or boxes, weighing 15 pounds or over, loose or in packages.
Waste, cotton	Waste, cotton, in bales compressed to not less than 15 pounds per cubic foot.
Washstand, combination	Washstands, wrapped in burlap, fiber board, or paper, in boxes or crates.
Wheelbarrows, iron	Wheelbarrows, iron, S. U., loose or K. D., wheels detached, legs detached or folded to frame or without legs, in bundles, K. D., wheels detached, legs detached or folded to frame, or without legs, trays detached and nested in bundles, K. D., in boxes or crates.
Wire, barbed	Wire, barbed, iron or steel, in barrels, boxes, or coils, or on reels.
Wire, copper, insulated	Wire, copper, insulated, in barrels, boxes, or tubs, or in coils or on reels.
Wire, copper, bare	Wire, copper, plain, in barrels, boxes, or tubs, or in coils or on reels.
Wire, G. I.	Wire, galvanized iron, in barrels, boxes, bundles, or coils, or on reels.

16–255

(1) *Military impedimenta.*—All company, battalion, regimental, or Government property, other than that shown in article 16–27 (2), moving in connection with bodies of troops (but not necessarily in the same train with the troops), will be covered by Government bill of lading. Under the provisions of the consolidated classification such property may be shown on the bill of lading as "Military impedimenta," without other specific description. The carrier

will assess a minimum weight of 24,000 pounds and the third-class rating on carload quantities and the first-class rating on less-than-carload quantities. Military impedimenta may be loaded in cars regardless of carrier's packing requirements. (C. M. C. M. 1.)

(2) *Conditions and instructions on reverse.*—Shipping officers should familiarize themselves with the "Conditions and instructions" on the reverse side of the bill of lading as they frequently determine the charges made by a carrier for moving a shipment. For example, condition 5, reading "This shipment is made at the restricted or limited valuation specified in the tariff or classification at or under which the lowest rate is available, unless otherwise indicated on the face hereof," eliminates the necessity for notations on the face of the bill of lading as to valuation in the shipment of personal effects or other articles on which there is a declared valuation. However, if the actual valuation is greater than the declared valuation as shown in the classification, the exact valuation should be shown on the bill of lading.

(3) *Extra notations, abbreviations, etc.*—Unnecessary notations should not be shown on bills of lading in connection with the rate or any other service, unless a special rate not published in tariffs on file with the Interstate Commerce Commission is contracted for or granted by the carrier, in which case the rate and the authority therefor should be shown on the bill of lading. Abbreviations or ditto marks should not be used when describing shipments, as they may be misinterpreted and a higher rating assessed. The carrier's agent or bill clerk can not always check the articles against the bill of lading description; therefore, numerous errors are liable through the use of abbreviations or ditto marks. For example, "25 rolls of W. paper" is incorrect; same could be read "wall paper," "wrapping paper," "wax paper," etc., all taking different rates. The rate on the highest classed article would be assessed.

(4) *Size of car furnished.*—When cars of certain dimensions are ordered for carload shipments, the size of the car ordered should be shown on the bill of lading, together with the initial and number of the car and the size of the car furnished by the carrier. When a car of the size ordered is not available, and the carrier at its own convenience furnishes a larger car, or two smaller cars, this information, together with the initials and the numbers of cars furnished should be shown on the bill of lading.

(5) *When old or used articles* are to be shipped, full description should be shown on the bill of lading to denote that same is an old or used article. If this is not done, the carrier will charge the same rate as applicable to the article when new, which in most cases is higher than on the same article when old or used. Articles that are of no further use, except as scrap, i. e., old empty cartridge shells and clips, the article should be described as "scrap," and should also be broken up or scrapped before being tendered to the carrier, otherwise, the carrier will assess the rate applicable to the set-up, finished, or complete article. This also is applicable to old engines, boilers, or other articles made of iron or steel, the rate on scrap iron or steel being much lower than the rate on such articles set-up or in their complete state.

(6) *Consolidating shipments.*—In making shipments of household goods, personal effects, or other articles from one post to another, and when the property of more than one officer or enlisted man is shipped on the same day, only one bill of lading should be issued to cover all of the property shipped. The bill of lading should show the post quartermaster, at the post to which the shipment is destined, as the consignee and should also show the ultimate consignee or owner of the property. A separate bill of lading for each such shipment is improper, and will in most cases, result in additional charges being assessed by the carrier. By consolidating such shipments, the carload ratings can be applied in most cases, resulting in lower charges for handling the shipment. The foregoing procedure should be followed in making shipments to ports of the United States, for reshipment beyond the continental limits of the United States.

(7) *Airplanes.*—When making shipments of airplanes, flying boats, or hydroairplanes or their spare parts, care should be exercised to see that the full description, as shown in the consolidated classification or article 16–254 is used when describing such shipments on bills of lading. The material of which the spare parts are composed should be shown as "airplane parts, cloth and wood combined or metal and wood combined, etc." and not simply, "airplane parts." If a shipment is composed of the component parts of a complete airplane, it should be described on the bill of lading as "airplane, K. D." The number of blades and the material from which constructed should be shown on the bill of lading when shipping airplane propellers.

PACKING

16–256

(1) *Consolidated freight classification.*—Shipments should be packed in accordance with the specifications promulgated by the Interstate Commerce Commission and published in the "Consolidated freight classification" to obtain the lowest freight rates. Proper and secure packing insures safe transportation by the carrier from point of origin to destination and shipping officers should give the packing of freight shipments their most careful attention.

(2) *Marine Corps property.*—The packing and crating of officers' baggage, personal effects, or household goods, are taken care of in articles 16–271 to 16–300, inclusive, of these instructions, and the instructions contained herein under "Packing" should in no way be considered as modifying any of the provisions affecting officers' baggage, personal effects, or household goods, but should be applied to all other shipments of Marine Corps property.

(3) *Ratings* are applied on articles in accordance with the manner in which they are packed. Articles knocked down are given lower rates than when set up. Articles nested are given lower rates than when not nested. Articles in boxes, crates or packages which give them more protection are given lower rates than when loose or in bundles or packages which do not give them as much protection.

(4) *Secure packing.*—All freight should be packed securely to insure safe transportation and to eliminate loss and damage by rough handling, thereby eliminating the necessity for loss and damage claims against carriers. The placing of a shipment in a cheap container will cause loss or damage to the article in transit which can not be recovered from the carrier.

(5) *Cost of container.*—The cost of the container should be taken into consideration; as for example, a shipment is made in a heavy high-priced container between two short-haul points, whereas had the shipment been wrapped in a bundle, bale, or shipped loose even though a higher rate would be applied, there would actually have been a saving effected on the transaction and no damage incurred by so packing. The judgment of the shipping officer should be exercised in such cases, but for long hauls, the safe container is most desirable.

(6) *Articles of different descriptions* should never be placed in the same container, as this causes the carrier to charge the rate on the entire package, which would apply on the highest classed or rated article in the package.

(7) *To obtain cheapest rates.*—In order to obtain the cheapest rates the following should be considered, viz.:

The material and style of package which will fully protect shipment at the least expense in construction.

The style of package which secures lowest classification or rating.

The style and material of package which reduces the tare or dead weight to the lowest possible minimum.

(8) *Weight on which rates are based.*—Freight rates are based on the gross weight of the package, which includes the weight of the article shipped and the weight of the container. The weight of the container is considered the tare or dead weight and should be as light as possible to obtain the lowest charges. The material and style of package should be given close consideration. In constructing containers made of wood, the lightest but strongest kinds of lumber should be used, as the matter of tare or dead weight depends on the kind of material used in the construction of the box or crate. The weight of lumber depends upon whether it is dry or green, weighing at least 25 per cent more when green than when dry. Using green or only partly dry lumber for boxing or crating purposes increases freight bills. Leaving crating lumber out in the rain also brings about higher freight charges.

(9) *Density or bulk* of a package or the amount of space it will consume or occupy in a car is always considered by the carriers and the classification committee when rating or classification is assigned to an article in the "Consolidated classification." The style of the package should be considered together with the reduction of its density or bulk, if possible. The smaller the package which will accommodate the shipment, the less space in a car it will consume when loaded.

(10) *Reducing space occupied.*—Whenever possible, articles should be knocked down to secure the lowest rate. Compression is a method by which bulk may be reduced and lower rates obtained, as, the compression of articles in bales.

Another method of securing a lower and cheaper rating or classification is by nesting three or more like articles fitted one within the other, so that each upper article will not project above the next lower article more than one-third of its height.

(11) *Crating versus boxing.*—When an article is given the same classification in crates as in boxes, it should be crated, as a crate can be constructed at less expense and will afford almost as much protection, especially if the corners are locked or strips placed diagonally across each corner, and the tare or dead weight is lower than that of a box. If the article crated is classified higher than boxed and a long haul is involved, the saving in freight charges at the lower rate on the shipment boxed would offset the saving in the construction of the different container.

(12) *Articles in bulk.*—Articles that can be handled or will be accepted by the carrier without packing should be so tendered to them and shipments which will be accepted in bulk by the carriers when in carload lots should be so loaded in the cars by the shipper.

LOADING

16–257

(1) *Carload or less.*—Less than carload shipments unless they are of a very heavy or bulky nature, are usually handled and loaded by carriers at the platforms of their freight stations by their agents, and carload shipments are usually loaded by the shipper.

(2) *Carload shipments.*—The consolidated classification in its description of carload shipments reads as follows:

"Carload ratings or rates apply only when a carload of freight is shipped from one station, in or on one car in one day, by one shipper for delivery to one consignee at one destination. Only one bill of lading from one loading point and one freight bill shall be issued for such carload shipment. The minimum carload weight provided is the lowest weight on which the carload rate or rating will apply."

(3) *Size of car to order.*—The size of the load and the space necessary to accommodate the shipments determine the size of the car which will best accommodate the shipment. It is essential to specify the size of the car required when ordering same from carrier, for if this is not done the carrier may furnish a car which is much too large and base the freight charges on the minimum weight provided for the car furnished in accordance with the sliding scale of weights for extra size cars shown under rule number 34 of consolidated classification.

(*a*) For example, if a certain size car, say a 40-foot car, will better accommodate a shipment than a 42-foot car, or one larger, the size of the car required should be ordered, for if the shipment was loaded in a 42-foot car or one larger than the car required, the minimum weight for the larger car would be assessed if greater than the actual weight, this transaction necessitating payment for weight not hauled.

(*b*) When a carrier furnishes a larger car than the one required at its own convenience, the smaller car not being available, the charges will be computed on the minimum weight for the car required or ordered, viz, the smaller car.

(*c*) When a certain size car is ordered and two smaller cars are furnished by the carrier at its own convenience on account of car ordered not being available, one of the cars, the larger of the two, if of different lengths and subject to different minimum weights, when loaded singly, shall be charged the minimum weight fixed for such car and the remainder of the shipment loaded in or on the other car and shall be charged for at actual or estimated weight and carload rate, but in no case shall the total weight charged for the two cars be less than the minimum weight fixed for the car ordered.

(4) ***Different classifications.***—All cars should be loaded to their fullest or marked capacity, especially when shipments of mixed supplies differently rated or classified are to be made and the largest cars procurable should be ordered for such shipments.

(*a*) Rule No. 10 of consolidated classification permits the mixing of various articles which are differently classified or rated in carloads. One section of Rule 10 reads:

(*b*) "When a number of different articles for which carload ratings or rates are provided are shipped at one time by one consignor to one consignee and destination, in a carload, they will be charged at the carload rate applicable to the highest classed or rated article and the carload minimum weight will be the highest provided for any of the articles in the carload."

(*c*) For example, a carload shipment containing 15,000 pounds of wooden boxes, S. U., nested, 12,000 pounds of rapid-fire guns not mounted, and 500 pounds of enameled ware should be charged for under rule No. 10 of consolidated classification as follows: Wooden boxes, S. U., nested, are classified or rated fourth class, minimum weight 18,000 pounds; rapid-fire guns not mounted are classified or rated fifth class, carload minimum weight 30,000 pounds and enameled ware is classified or rated in carloads, fourth class, minimum weight 20,000 pounds. The highest classed or rated article in this carload mixture is fourth class and the highest minimum weight is 30,000 pounds; therefore, the correct charges would be based on the total weight of the shipment, viz, 27,500 pounds at the highest minimum weight, 30,000 pounds and the highest classed rating, fourth class.

(*d*) In loading a carload of mixed articles, articles taking the same classification or rating when in straight carloads should be segregated in different parts of the warehouse, loading platform, or near the siding on which cars are spotted and articles of the lowest classification should be loaded first ,the next lowest and so on until the higher classed articles are the last to be placed or loaded in the car. Heavy or compact articles, such as lumber or iron or steel sheet or other low-classed articles should always be loaded or packed on the car floor and at the ends of the car. Bulky articles should be always left until the other supplies are loaded and if the car is full they can sometimes be gotten in the doorway of the car. Some articles are rated the same both in carloads and less than carloads and such articles should be among the last to go into a mixed carload.

(5) *Ascertaining weights before loading.*—Whenever practicable the correct weight of articles shipped in carloads should be ascertained by the shipping officer before loading, as many overcharges due to errors in weight are caused by allowing the carrier to weigh shipments in transit. These errors are due to faulty scales or the fact that cars are weighed on track scales while still in the train and not uncoupled at each end and weighed separately as they should be.

(*a*) The car and its contents are weighed by the carrier and the tare weight of the car stenciled on each side is deducted from the gross weight of the car and its contents to obtain the net weight. This method often causes a heavy loss when the shipping officer is not aware of the exact weight of the articles in the car due to the following: The tare weight is stenciled on the car by the builders when it is new. After the car has been in service for some time and has been exposed to the elements the wood becomes soaked, etc., and the weight of the car is thereby materially increased over the figures stenciled on its sides. There are other reasons which cause the tare weight of the car to be increased over the figures stenciled thereon, such as being weighed with snow and ice on its top in the winter months and in cold climates, and by accumulations of dirt, etc., on the car floor which are not removed. If the officer making shipment has weighed the articles before loading and can prove the weights, these weights would govern in cases of disputes.

(6) *Less than carloads consolidated.*—If less-than-carload shipments are made from one post to another at frequent intervals, that is a few days apart, and the supplies are not urgently needed, expense can be saved by holding them until sufficient weight has accumulated to ship as carload shipments on which the carriers assess carload rates.

(7) *Articles of same description in one car.*—If two carload shipments of mixed articles are being loaded the same day, destined to the same place, even though the final destinations may be different, as in the case of shipments to Hampton Roads for various points in the West Indies, a portion of like articles should not be loaded into each car. The articles should be stored according to their description and classification and all of one article should be in the same car and not loaded indiscriminately into both of the cars.

(8) *Destination via another carrier.*—On movements of freight to a point located on the tracks of one carrier but reached via the tracks of another carrier. the carrier moving the freight into the city or town at which the post is located usually absorbs the switching or charges for making delivery to the other carrier's tracks on carload shipments. Shipments to points thus located should be made in carload lots whenever practicable as there is usually an extra charge for making this delivery on less-than-carload shipments. For example: The naval operating base, Hampton Roads, Va., is located at Sewalls Point, Va., a local point of the Virginian Railway, and is reached via the Norfolk & Portsmouth Belt Line, a switching carrier operating through the

city of Norfolk, Va., and the Virginian Railway. The various carriers receiving a line haul into Norfolk will absorb the charges for switching a carload shipment by the two lines mentioned above when the weight of the load is 12,000 pounds or more, or, in other words, the flat rates to Norfolk will apply on carload shipments weighing 12,000 pounds or over when destined to the naval operating base, Hampton Roads, Va., without any additional charges. However, on less-than-carload shipments under 12,000 pounds, there is an extra charge for making this delivery over and above the flat Norfolk rates, unless Government vehicles can go to Norfolk, a distance of nearly 10 miles, and haul the freight to the post, which is usually impracticable.

(9) *Overflow shipments.*—After a car has been loaded to its fullest capacity and there still remains some of the same shipment which must be shipped to the same consignee and destination, if the freight is not subject to rule No. 34 of consolidated classification (the sliding scale of weights for extra length cars into which is loaded freight with a minimum weight of 30,000 pounds, or under), and if it is included on the bill of lading covering the carload shipment, it may be handled as what is known as an overflow shipment and loaded into another car. No matter what the overflow shipment may weigh, if the carrier is properly notified of the transaction so that notation can be made on the waybills covering both the carload and the overflow shipment, the charges for the overflow shipment will be based on the actual weight at the carload rate applying on the carload shipment.

(*a*) If the carrier is not properly notified in a case of this kind, an overcharge to the Government will result on account of the carrier assessing less-than-carload rates on an overflow shipment when carload rates are applicable. The above applies when the minimum weight for the article or articles in carloads is more than 30,000 pounds.

(*b*) The same condition mentioned in the preceding paragraph may exist when the articles (which can not be loaded into the car after its capacity has been reached) are subject to rule No. 34 of consolidated classification. In a case of this kind after a car has been loaded to its fullest capacity, the balance of the shipment may be loaded into another car, if one is available, and tendered to the carrier as a less-than-carload shipment. This car should not be sealed by the shipper, in order that carrier's agent may load other freight into the same car if desired. This method may be used if possible or the balance of the shipment may be hauled to the carrier's freight station by Marine Corps conveyance and handled as a less-than-carload shipment over the carrier's platform.

(10) *Class of service desired.*—Many overcharges result both on Government and commercial shipments by not following the rule of notifying the carrier's agent that less-than-carload service is desired on a car loaded by shipper with freight that does not fill the car and on which, by applying the less-than-carload rate, a lower charge is obtained than by applying the carload rate. There is a rule in the consolidated classification which states than when, by applying less-than-carload rates, a lower charge is obtained on a car loaded to

its fullest capacity, than by applying carload rates on the car, that the charges based on the less-than-carload rates will apply. Another section of the same rule states that when carload rates are cheaper that carload rates will apply. Still another section of the same rule states that when a car is loaded and sealed by shipper and tendered to the carrier as a carload shipment, without other freight therein, that this car shall receive carload service and that carload rates will be assessed thereon. As the three sections of this rule are confusing, the Interstate Commerce Commission has been requested on various occasions to render decisions as to what actually constituted a carload shipment and when a carload rate was properly assessable, and in all of its decisions the Interstate Commerce Commission has contended that the service requested, viz, carload or less than carload, should be the service on which the charges should be based.

LOADING

(11) *Carload versus less-than-carload service.*—If a car is loaded by a shipper, sealed at his warehouse or siding, and so tendered to the carrier, it is always considered a carload, even though it contains only a small lot of freight, and unless the carrier's agent is notified that less-than-carload service is desired on the car, the carload minimum weight and the carload rate will be assessed, even though the total charges are higher than if less-than-carload rates are assessed at actual weight. In view of the foregoing, shipping officers who load their carload and less-than-carload shipments at their warehouses or sidings should be careful to see that the kind of service desired is always requested from the carrier's agent, so that overcharges resulting from the practice of not following this rule may be eliminated.

ROUTING

16–258

(1) *Traffic facilities.*—Shipping officers should familiarize themselves with the various lines or carriers, both rail and water, operating into and out of the town or city in which they are making shipments, the terminal facilities offered, and other geography from a traffic standpoint. When a shipment is to be made the various carriers should be consulted, and the carrier offering to move the shipment from point of origin to destination at the lowest total charges should be the one to which the shipment should be tendered.

(2) *Government vessels.*—Shipping officers, if located on the coast or at a seaport which is touched by Government-owned vessels or transports, should, whenever possible, use this mode of transportation. Shipping officers at posts located at inland points should route shipments to the nearest seaport for further shipment via Government-owned vessels or transports or commercial ships, whichever method will save expense on a long haul, except as provided in article 16–279 (2 *b*). (C. M. C. M. 1.)

(3) *Commercial water routes.*—The rates on shipments via all water routes when it is necessary to use a commercial carrier are usually much lower than rates via all-rail or rail-and-water routes, and shipments should be

so routed when not urgently needed, when the rates are lower, these routes being somewhat slower than freight moving via all-rail routes.

(4) *The United States Shipping Board Emergency Fleet Corporation* is operating steamship lines between various points in the United States on both coasts and also to foreign countries, and as the revenue over and above the operating costs and the individual steamship lines' proportion reverts back to the Government, these lines should be patronized when the rates are the same or lower than competitive lines operating from the same port or when schedules of sailings are advantageous.

(5) *Shipments from contractors.*—When a shipment is made from a contractor located at a point where there are competitive carriers, one carrier may have a cheaper rate in effect to the destination point than the other carrier and such condition should be familiar to the shipping officer when the bill of lading is issued. The originating line having the cheapest rate should be given the shipment.

(*a*) There are times, where the contractor's warehouse is located on a certain carrier's tracks and he requests the loading of the car at his warehouse, where a competitive carrier with no physical connections may have a cheaper rate in effect. In a case of this kind the contractor should not be allowed to load the car at his warehouse unless the freight charges are to be paid by him or he pays the difference between the charges at the cheaper rate and the charges that would apply by loading the car at his warehouse. The rates from points of origin to destinations via competitive lines and routes should be ascertained before a contract is made with contractor when the charges are to be paid by the Marine Corps, and the rates via the cheapest routes from the point of shipment to destination should always be taken advantage of.

(6) *American-owned vessels.*—Shipping officers who make shipments via commercial water carriers to posts located at island possessions of the United States or in foreign countries when Government transportation is not available should route shipments via American-owned vessels and by vessels owned or operated by the United States Shipping Board, whenever practicable.

(7) *Shipments to Peking, China.*—When Government transportation is not available, all shipments to Peking, China, from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of vessels of carriers in the trade. There are sailings to ports in China, from which reshipments to Peking can be made, from Boston, Mass., New York N. Y., Philadelphia, Pa., Norfolk, Va., Newport News, Va., and most of the South Atlantic and Gulf of Mexico ports. (See art. 16–314 (v).) (C. M. C. M. 1.)

(8) *Water routes.*

Philadelphia, Pa., to Norfolk, Va., via Philadelphia & Norfolk Steamship Co.

Philadelphia, Pa., to Hampton Roads, Va., via Philadelphia & Norfolk Steamship Co.

Philadelphia, Pa., to Key West, Fla., via rail to New York, N. Y., in care of the Mallory Steamship Co.

Philadelphia, Pa., to New Orleans, La., via Commercial Steamship Lines.

Philadelphia, Pa., to Parris Island, S. C., via Merchants & Miners Steamship Co. and Beaufort & Savannah Line.

Philadelphia, Pa., to various points in Texas via Southern Steamship Line to Houston, Tex., all rail beyond.

Philadelphia, Pa., to Boston, Mass., via Merchants & Miners Transportation Co.

Philadelphia Pa., to San Francisco, Calif., and other ports on the west coast (except San Diego, Calif.), via any Intercoastal Conference Steamship line.

Philadelphia, Pa., to San Diego, Calif., via Williams Steamship Line only. (Other lines do not call at San Diego.)

Washington, D. C., to Norfolk, Va., via Norfolk & Washington Steamboat Co.

Norfolk, Va., to San Francisco and all other ports on the west coast (except San Diego, Calif.), via any Intercoastal Conference Steamship line.

Norfolk, Va., to San Diego, Calif., via Williams Steamship Line only. (Other lines do not call at San Diego.)

Boston, Mass., to Norfolk, Va., via Merchants & Miners Transportation Co.

Boston, Mass., to Charleston, S. C., via Clyde Steamship Co.

Boston, Mass., to Jacksonville, Fla., via Clyde Steamship Co.

Boston, Mass., to San Francisco and points on west coast via Intercoastal Conference Steamship Lines.

New York, N. Y., to Norfolk, Va., via Old Dominion Steamship Co.

New York to Parris Island, S. C., via Ocean Steamship Co. of Savannah, and Beaufort and Savannah Line.

New York, N. Y., to Key West, Fla., via Mallory Steamship Line.

New York, N. Y., to New Orleans, La., via "Morgan Line."

New York, N. Y., to points in Texas, via Mallory Steamship Co., Southern Pacific, Atlantic Steamship Lines or Morgan Line to Gulf ports, all rail beyond.

New York, N. Y., to San Francisco, Calif., and all other ports on the west coast (except San Diego, Calif.), via any Intercoastal Conference Steamship line.

New York, N. Y., to San Diego, Calif., via Williams Steamship Line only. (Other lines do not call at San Diego). (C. M. C. M. 1.)

(9) ***Unrouted bills of lading.***—Less-than-carload shipments should be given to the carriers on unrouted bills of lading, unless a rail-and-water route or some route other than all rail is desired or some interest of the Government is subserved by showing the route.

(*a*) The originating carrier is required to route the shipment via the cheapest route from origin to destination if the shipment is tendered on an unrouted bill of lading. In such cases the Government is relieved of responsibility if the shipment is not properly routed, and overcharges are incurred. All carload shipments should be tendered the carrier on unrouted bills of lading unless expert advice is available, or routing has been furnished by the Quartermaster.

(10) ***Land-grant routes.***—Where land-grant routes are involved, and there are lines which do not equalize rates via these land-grant routes but are in competition with lines which do equalize, then both less-than-carload and carload

shipments should be routed on the bill of lading via the cheapest land-grant route.

(11) *Delivery at destination.*—Before issuing a bill of lading for a carload shipment the delivery desired at destination is essential information that should be known to the shipping officer. Information should be ascertained on what carrier's tracks the warehouse or siding at destination is located, and if delivery is to be made at a point on the tracks of a carrier other than the one that hauled shipment into the destination city or town, the delivering carrier should be shown on the bill of lading. For example: A bill of lading covering a carload shipment for the depot quartermaster, United States Marine Corps, 1100 South Broad Street, Philadelphia, Pa., to be delivered at 1100 South Broad Street, and not at Snyder Avenue warehouses, should be always indorsed "P. R. R. delivery," due to the fact that the Pennsylvania Railroad is the only carrier that can deliver a car or place it on the Marine Corps siding at 1100 South Broad Street. This indorsement will eliminate the necessity for an extra switching charge from one carrier's tracks to another after the car has arrived at destination via a carrier that can not make the desired delivery.

(*a*) There are conditions in some cities or towns that make it impossible for the carrier receiving the line haul into the city or town to switch or deliver the car to the carrier on whose tracks the siding or warehouse is located, on account of there being no physical connections between the two carriers within the city or town or its switching limits. This condition exists at Philadelphia, where the Pennsylvania Railroad and the Baltimore & Ohio have no physical connections, the tracks of one line passing over the tracks of the other by overhead bridge work only. This condition should be familiar to the shipping officer before making shipment, and the delivering carrier shown on the bill of lading, so that overcharges for hauling shipments to and from the nearest junction points at which there are physical connections may be eliminated.

DEMURRAGE

16–259

(1) *Definition.*—Demurrage charges are assessed by the carriers for the detention of freight cars for a longer time than is allowed for the loading or unloading of the cars. Demurrage charges accrue both on empty and loaded cars detained over and above the free time allotted by the carrier for loading or unloading. This free time is 48 hours or 2 days, exclusive of Sundays and legal holidays, and in the estimation of the carriers this is ample time in which to load or unload a car, unless adverse conditions exist.

(2) *Conditions causing demurrage.*—There are various conditions existing at different posts where a great volume of carload shipments are loaded or unloaded that cause demurrage charges, such as insufficient labor and motive power to unload and haul shipments to and from storehouses, lack of space in storehouses, and various others. But under usual conditions when a car is placed for loading or unloading it should be promptly loaded or unloaded and the car released to the carrier before the free time has expired.

(3) *Demurrage charges.*—The charges for demurrage are as follows:

After free time has expired, $2 for each car for the first four days and $5 for each car for each succeeding day, Sundays and legal holidays excluded in computing the time.

(4) *Average agreement.*—Where the conditions are such that demurrage charges can not be avoided and where demurrage accrues monthly, the shipping officer or the receiving officer should enter into an agreement with the carrier to assess demurrage charges under what is known as the "average agreement" plan of demurrage. By this plan one credit will be allowed for each car, released within the first 24 hours of free time. After the expiration of 48 hours free time one debit per car per day, or fraction of a day, will be charged for each of the first four days. In no case shall more than one credit be allowed on any one car and in no case shall more than four credits be applied in cancellation of debits accruing on any one car. When a car has accrued four debits a charge of $5 per car per day or fraction of a day, will be made for all subsequent detention and will apply on all subsequent Sundays and legal holidays, including a Sunday or holiday immediately following the day on which the fourth debit begins to run.

(*a*) Credits earned on cars held for loading shall not be used to offset debits accruing on cars held for unloading, nor shall credits earned on cars held for unloading be used to offset debits accruing on cars held for loading.

(*b*) At the end of the calendar month the total number of credits will be deducted from the total number of debits and $2 per debit will be charged for the remainder. If the credits equal or exceed the debits no charge will be made for the detention of the cars and no payment will be made by the carrier on account of the excess of credits; nor shall the credits in excess of the debits of any one month be considered in computing the average detention for another month. Under the latter plan expenses for demurrage at posts where the conditions are such that demurrage can not be prevented can be materially reduced.

DIVERSION OR RECONSIGNMENT

16–260

(1) *Change of destination.*—In connection with the transportation of carload freight there is a charge assessed by the carrier for a service known as "Diversion or reconsignment." This charge is assessed when, before, or after a car has left point of origin it is desired to change the name of the consignor, consignee, or the destination en route or after the car has arrived at original destination. For this service the charges are prescribed by the Interstate Commerce Commission and are published in the various tariffs of the carriers, the charge depending on the amount of service rendered by the carrier.

(2) *Charges.*—The most important rules and the charges for the service are compiled for the information of shipping and receiving officers, viz:

(*a*) Rule 5: Only one change in destination will be permitted by the carrier on the basis of the through rate applying from point of origin to final destination via the reconsigning or diversion point, plus $6.30 per car.

(*b*) If the consignor, consignee, or owner requests a subsequent change necessitating movement of the car, the shipment will be treated as a reshipment from point of reforwarding and will be charged at the tariff rate therefrom, plus $6.30 per car.

(*c*) If a car is stopped short of billed destination after it has had one diversion or reconsignment under reconsigning rules, charges will be made on basis of the tariff rates to and from the point at which the first diversion or reconsignment was accomplished plus $6.30 per car in addition to the other diversion or reconsignment charges previously accrued.

(*d*) Rule 6: The charge for a change in the name of consignor with no further change in billing instructions will be $1.35 per car unless the order to change the name of the consignor is received at initial billing point before the car leaves initial billing point. There is no charge if the order is received before car leaves initial billing point.

(*e*) Rule 7: If a car is diverted or reconsigned in transit prior to arrival at original destination, or if the original destination is served by a terminal yard, then prior to arrival at such terminal yard a charge of $2.70 per car will be made for such service.

(*f*) Rule 8: If a car is stopped for orders for the purpose of delivery or diversion or reconsignment or reforwarding prior to the arrival at original billed destination, or if such destination is served by a terminal yard, then prior to arrival at such terminal yard, on request of consignor, consignee, or owner a charge of $2.70 per car will be made for such service and the point where the car is stopped will be considered the destination of the freight. If the car is subsequently forwarded from point at which held, the provisions of rules 9, 10, 11, or 12, as the case may be, will also be applied. The service of stopping as provided in this rule will not prevent one change of destination under the provisions of rule 5.

(*g*) Rule 9: If order for diversion or reconsignment is placed with local freight agent at billed destination or other designated officer in time to permit instructions being given to yard employees prior to arrival at such billed destination, or if the original destination is served by a terminal yard, a charge of $2.70 per car will be made for such service.

(*h*) Rule 10: If a car is diverted, reconsigned, or reforwarded on orders placed with local freight agent or other designated officer after arrival of car at original destination but before placement for unloading, or if the original destination is served by a terminal yard, then after arrival at such terminal yard, a charge of $6.30 per car will be made if car is diverted, reconsigned, or reforwarded to a point outside of switching limits of original destination.

(3) *Charge for changing consignee.*—Rule 11: A single change in the name of consignee at destination and (or) a single change in or a single addition to the designation of his place of delivery at destination will be allowed as follows:

(*a*) Without charge, if order is received in time to permit instructions to be given yard employees prior to arrival of car at destination, or if the destination is served by a terminal yard, then prior to arrival at such terminal yard.

(*b*) At a charge of $2.70 per car if such orders are received in time to permit instructions to be given to yard employees within 24 hours after arrival at such terminal yard. (See note.)

(*c*) At a charge of $6.30 per car if such orders are received subsequent to 24 hours after arrival of the car at destination, or if the destination is served by a terminal yard, then subsequent to 24 hours after arrival at such terminal yard. (See note.)

NOTE.—In computing time Sundays and legal holidays (National, State, and municipal) will be excluded. (When a legal holiday falls on Sunday, the following Monday will be excluded.)

(4) *Charges, reconsignment outside switching limits.*—Rule 12: If a car has been placed for unloading at original billed destination and reforwarded therefrom without being unloaded to a point outside of the switching limits, it will be subject to the published rates to and from the point of reconsignment, plus $6.30 per car reconsignment charge, except that in no case shall the total charge be less than the charge based on the through rate from point of origin to final destination, plus $6.30 per car reconsignment charge.

NOTE.—If a car has been placed for unloading on a public delivery track, but has not been unloaded or accepted by the consignee or owner, it will be subject to rule 10.

(5) *Reconsignment to points within switching limits.*—Rule 13: Cars that have been placed for unloading and which are subsequently reforwarded without being unloaded to a point within the switching of the billed destination will not be subject to diversion or reconsignment charge, but will be subject to the switching or local rate in addition to the rate from point of origin to billed destination.

(6) *Reconsignment rules observed.*—Expense can be saved by strict attention to the foregoing rules when it is necessary to divert or reconsign a car to some other destination after the car is in transit.

(7) *Notice to agent before arrival of car.*—If practicable the agent at original destination should always be notified before car arrives at his station when a reconsignment or diversion is desired in order to receive the benefit of the lower diversion or reconsignment charge.

DRAYAGE

16–261

(1) *Marine Corps vehicles.*—Drayage from the railroad station or freight warehouse to a Marine Corps post or station will be performed by Marine Corps vehicles whenever practicable.

(2) *Government vehicles.*—When Marine Corps vehicles are not available the local corps area coordinator for traffic will be requested to furnish a Government-owned vehicle before steps are taken to procure the services of commercial draymen.

(3) *Commercial draymen.*—When the services of commercial draymen are necessary, bids will be invited and the lowest bid accepted, if satisfactory.

(4) *Delivery to authorized representatives.*—Railroad agents will be instructed to deliver shipments only to authorized representatives of the Marine Corps for drayage to the post or station.

(5) *Removal from railroad station.*—Promptly upon receipt of arrival notice from the carrier's agent a Marine Corps vehicle or some other authorized drayman of the Marine Corps will call at the railroad station and remove the shipment to avoid storage charges.

(6) *Responsibility of drivers.*—Drivers of Marine Corps vehicles or of other vehicles performing drayage for the Marine Corps will be instructed that they are representatives of the Marine Corps, or of the consignee, and that any document signed by them is legal as being for the consignee or receiving officer. When a driver removes a shipment from the carrier's freight station he will be required to sign a delivery receipt. The shipment should always be inspected by him to determine if it is in good condition, and if in good conditon a delivery receipt will be signed without exception, thereby giving the carrier a clear receipt of delivery.

(*a*) If the container appears to be in bad condition or to have been tampered with, or if a shortage exists, or the contents of container appear to be rattling, all notations as to existing conditions will be noted on the delivery receipt before being signed by the driver. Drivers will not sign delivery receipts until it has been determined that no loss or damage to the shipment exists.

(*b*) Drivers will be held accountable for any delivery receipts or other documents which are incorrectly signed before an examination of a shipment has been made.

STORAGE

16-262

(1) *Accrument of storage.*—Storage is a charge that accrues on less than carload freight shipments if they are not called for by the consignee or receiving officer within the free time allowed by carrier's tariffs after the mailing of the arrival notice. Notice will be sent by carrier or given to consignee or party entitled to receive same within 24 hours (one day) after arrival of shipment and billing at destination, such notice to specify point of shipment and commodity. Forty-eight hours (two days) free time will be allowed on all commodities except the more dangerous explosives, for the removal of inbound freight from car or railroad premises.

(2) *Outbound less-than-carload freight* not accompanied by proper shipping directions which will permit forwarding on date received will be subject to storage charges from the first 7 a. m. after the receipt of shipment with no free time allowance.

(3) *Free time.*—Twenty-four hours (one day) free time will be allowed on less-than-carload freight held to complete a shipment on less-than-carload freight held for reshipment and on the more dangerous explosives for removal of inbound freight from car or railroad premises or to complete a carload shipment outbound and furnish forwarding directions therefor.

(*a*) In computing time any fractional part of 100 pounds will be computed as 100 pounds and any fractional part of 24 hours will be computed as one day.

(*b*) In computing time, Sundays and legal holidays (national, State, and municipal), but not half holidays, will be excluded. When a legal holiday falls on Sunday, the following Monday will be excluded. On inbound freight held for removal and on freight held for reconsignment or reshipment time will be computed from the first 7 a. m. after the day on which notice of arrival is sent or given to consignee. On outbound freight time will be computed from the first 7 a. m. after receipt in or on railroad premises. On outbound carloads of explosives and other dangerous articles time will be computed from the first 7 a. m. after loading is begun.

(4) *Freight held in excess of free time.*—Freight, except automobiles and self-propelling vehicles (but not excepting motor cycles or bicycle motor wheels), held in or on railroad premises in excess of free time allowed will be subject to the following storage charges per day or, at the option of carrier, may be sent to public warehouses:

For each of the first five days, 1½ cents per 100 pounds.

For sixth and each succeeding day, 3 cents per 100 pounds.

Minimum storage charge per shipment on freight held beyond free time, five days, or part thereof, 25 cents; six days or more, 50 cents.

(*a*) After expiration of free time automobiles or other self-propelling vehicles (except motor cycles and bicycle motor wheels) will be subject to a storage charge of 4 cents per 100 pounds per day, with a minimum charge of $1 per machine per day for each of the first five days and $2 per machine for each succeeding day, or, at option of carrier, may be sent to public warehouses.

(5) *Charges for explosives.*—Shipments of explosives or other dangerous articles are covered by regulations prescribed by the Interstate Commerce Commission, and storage accrues thereon in accordance with these regulations, extracts of which are compiled as follows:

(*a*) Paragraph 1433. * * * "Consignee must remove such shipment from the carrier's property within 48 hours after notice of arrival at destination, Sundays and holidays not included." Paragraph 164 (*a*) * * * "If a shipment of explosives is not removed within 48 hours after notice of arrival at destination, it must be disposed of by return to the shipper or by storage at the expense of the owner, or by sale, or, when necessary to safety, by destruction under supervision of a competent person."

(*b*) Paragraph 1714. (*a*) * * * "Consignee must remove such shipments from the carrier's property within 48 hours after notice of arrival at destination, Sundays and holidays not included."

(*c*) When removal of carload or less-than-carload shipments of dangerous articles other than explosives requiring "Inflammable" or "Acid" placards, or red, yellow, green, or white Interstate Commerce Commission labels from carrier's premises has not been made within 48 hours after notice of arrival has been sent or given consignee (Sundays and holidays not included), shipments must be disposed of as follows:

(*d*) Carload shipments (*a*) by storage on carrier's property, or (*b*) by storage on other than carrier's property if safe storage on carrier's premises is not available; or (*c*) by sale at expiration of 30 calendar days after notice of arrival has been sent or given consignee, provided consignor has been notified of nondelivery at expiration of 48-hour period and orders for disposition have not been received.

(*e*) Less-carload shipments (*a*) by return to shipper if notice of nondelivery was requested and given consignor as prescribed by carrier's tariff and orders for return to shipper have been received, or (*b*) by storage on carrier's property; or (*c*) by storage on other than carrier's property, if safe storage on carrier's property is not available; or (*d*) by sale at expiration of 30 calendar days after notice of arrival has been sent or given to consignee provided consignor has been notified of nondelivery at expiration of 48-hour period and orders for disposition have not been received. Storage will be charged at the following rates per day of 24 hours or fraction thereof on explosives or other dangerous articles held in or on railroad premises in excess of free time allowed. On shipments of the more dangerous explosives, i. e., low explosives, black powder, high explosives, wet fulminate of mercury, blasting caps, electric blasting caps, ammunition for cannon with explosive projectiles, explosive projectiles, explosive torpedoes, explosive mines, explosive bombs, and detonating fuses; on less than carload shipments of such articles, 31½ cents per 100 pounds per day, with a minimum charge of 50 cents per shipment.

(*f*) On shipments of above-described articles held in cars for or by consignors or consignees for loading, unloading, forwarding directions, or for any other purpose charge will be $5 per car per day, in addition to the regular demurrage and track storage charges.

(*g*) On shipments of the less dangerous and relatively safe explosives, i. e., ammunition for cannon with empty projectiles, ammunition for cannon with sand loaded projectiles, ammunition for cannon with solid projectiles, ammunition for cannon without projectiles, smokeless powder for cannon, smokeless powder for small arms, common fireworks, special fireworks, small arms ammunition, cannon primers, small arms primers, empty cartridge bags, black powder igniters, empty cartridge shells, primed; combination primers, percussion caps, time tracer, or percussion fuses, combination fuses, safety fuse, instantaneous fuse, cordeau detonant and safety squibs, or less-than-carload shipments of dangerous articles other than explosives requiring red, yellow, green, or white Interstate Commerce Commission labels; on less-than-carload shipments of such articles 13½ cents per 100 pounds per day with a minimum charge of 25 cents per shipment.

(*h*) On shipments of the less dangerous and relatively safe explosives, which, under the Interstate Commerce Commission regulations require "Inflammable" placards, or which do not require placards, and on shipments of dangerous articles other than explosives which under Interstate Commerce Commission regulations require "Inflammable" or "Acid" placards held in cars for or by consignors or consignees, for loading, unloading, forwarding directions or for any other purpose, the charge will be $2 per car per day in addition to the regular demurrage and track storage charges.

Section 17.—CLAIMS AGAINST CARRIERS

16–263

The Government bill of lading contains the following provision:

"(1) Unless otherwise specifically provided hereon, this bill of lading is subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier."

16–264

Loss or damage to property in possession of carrier.—In case of loss or damage to property while in the possession of the carrier, such loss or damage shall, when practicable, be noted on the bill of lading before its accomplishment. All practicable steps shall be taken at that time to determine the loss or damage and the liability therefor, and to collect and transmit to the proper officer, without delay, all evidence as to the same. Should the loss or damage not be discovered until after the bill of lading has been accomplished, the proper officer shall be notified as soon as the loss or damage is discovered, and the agent of the carrier advised immediately of such loss or damage, extending privilege of examination of shipment. (NOTE.—The "proper officer" is the officer designated to settle the account for transportation.)

16–265

(1) *Period for presenting claim.*—Claims for loss, damage, or delay must be made in writing to the carrier at point of delivery or at point of origin within six months after delivery of the property, or in case of failure to make delivery, then within six months after a reasonable time for delivery has elapsed. Unless claims are so made the carrier shall not be liable.

(2) *Notifying carrier.*—In order that this rule may be complied with in all cases of loss or damage to public property, the agent of the carrier should be notified in writing of any loss or damage and informed that proper notation has been made on the bill of lading showing loss or damage incurred and that same constitutes a claim for the value thereof. In cases of loss or damage to personal property or baggage transported on Government bills of lading, the agent of the carrier should be notified in writing that claim will probably be filed by the owner of the property; the owner also being advised that it is incumbent upon him to file claim with the carrier within six months after delivery, as otherwise the carrier will decline to entertain claim. In every case a copy of the letter addressed to the carrier will be forwarded to the disbursing quartermaster charged with the settlement of the freight charges, and an additional copy thereof attached to the report of Board of Survey held in connection with such loss or damage.

16–266

Checking discrepancy, loss, or damage; survey.—Public property that has been in transit will be carefully checked by the receiving officer against the bill of lading, property invoice, or carrier's expense bill upon arrival at destination in order to ascertain whether the carrier has fully carried out all obligations imposed upon it. Should any discrepancy, loss, or damage be found, the receiving officer will at once make application for a surveying officer, by whom the facts will be fully investigated (unless the carrier voluntarily assumes liability for the loss), and the money value of the damage or discrepancy will be charged to the party responsible therefor. The property will be delivered by the receiving officer to the officer to whom it is invoiced or to other proper consignee, with a statement of the deficiency or damage, and that action by a surveying officer has been requested. In case the responsibility is fixed upon the carrier, the receiving officer will note on the bill of lading the deductions which shall be made for such loss or damage by the disbursing officer who pays the accounts, and that officer will be furnished with a certified copy of the approved report of survey.

16–267

Application for surveying officer.—Should the officer to whom the property is invoiced on receipt of the same discover loss, damage, or discrepancy not noted by the receiving officer, he will at once make application for a surveying officer, notifying the receiving officer of the action. In the case of shipments to the Philippine Islands via commercial lines, the receiving officer is authorized to accomplish bills of lading on the receipt of stores, noting thereon the value of the stores lost or damaged, as shown by the invoices, plus the cost of transportation, settlement to be made with the carriers with proper deduction to cover the value of the stores and the cost of transportation, final settlement to await the action of a surveying officer, to be called for immediately by the receiving officer.

16–268

Loss or damage to private property.—In case of loss or damage to private property of officers or other persons connected with the military service that has been shipped on Government bill of lading, the Comptroller General has decided that any claim for loss or damage to the property by the carrier is a matter between the owner of the property and the carrier, and that there is no authority of law for the withholding of money due by the Government to the carrier to reimburse the owner for the loss of his property. The proper officer of the Quartermaster's Department will, however, exhaust every proper means to have a satisfactory adjustment made. The owner of the property must file claim with the carrier for any loss or damage, but the claim may be filed through the disbursing officer designated to settle the account, and that officer will in such cases endeavor to effect a prompt and equitable settlement.

16–269

Missing property located.—If at any time subsequent to the receipt of a shipment property that has been reported as missing should be located or received, that fact will immediately be reported to the proper disbursing officer, stating the number and date of the bill of lading as well as the name of the shipping officer.

16–270

Payment for transportation will be made to the last carrier, unless otherwise provided in the bill of lading, and only for the quantity of stores delivered at destination, except that in case of loss of weight from natural shrinkage en route the weight shipped as shown on the bill of lading will be paid for, provided the packages are delivered intact. The payee will be held responsible for all loss or damage to stores while in transit unless released by a surveying officer, and such loss or damage will be deducted in making settlement for service.

Section 18.—TRANSPORTATION OF BAGGAGE

16–271

(1) ***In changing station*** an officer's, noncommissioned officer's, or civilian employee's authorized baggage will be turned over to the Quartermaster's Department to be packed, crated, weighed, and marked for transportation as freight by ordinary freight lines. This transportation will be from quarters at one station to quarters at the other, and his effects will be placed therein but not unpacked. Allowable services of packing, crating, hauling, and transportation of household effects may be performed upon receipt of permanent change of station orders prior to detachment of the owner, subject to the provisions of article 16–279. Preparatory orders do not authorize a permanent change of station, therefore packing, crating, and transportation services should not be performed upon presentation of such orders. (N. G. O. No. 88, 19 July, 1922.)

(2) A statement in the form of an inventory, in triplicate, showing the condition of the individual items of household effects turned over to the Government for shipment, will be prepared by the shipping officer when packing, crating, and hauling are performed by the Government. Example:

Package No.	Kind of package	Contents	Condition of contents
61	Crate	1 dining table	Top scarred.
62	do	1 side table	Old. Leg broken.
63	Box	30 professional books	Good.
64	Barrel	31 pieces chinaware	29 good; 2 plates chipped.
65	Bale	2 mattresses	1 good; 1 stained.

Trunks (to be crated) and packages turned over to the shipping officer by the owner already packed for shipment will be shown on the inventory in a manner similar to the following example:

Package No.	Kind of package	Contents	Condition of contents
64	Crate	Trunk, said to contain clothing	Packed by owner. Condition of package good.
67	Box	Said to contain tableware and linen	Do.

(C. M. C. M. 1.)

(3) Packages held in storage for the owner will, when shipped, be shown on the inventory in the same manner as those packed by owner, and the fact that they had been held in storage for his convenience and taken out of storage already packed will be noted on the inventory. The condition of packages received from owner or taken out of storage already packed shown on the inventory should be that at the time of receipt for shipment or removal from storage. Those not in good condition for shipment will be either placed in proper condition or repacked by the shipping officer, and those repacked will be shown on the inventory in the same manner as effects turned over to him for packing and crating. (C. M. C. M. 1.)

(4) When the packing and crating are performed by commercial concerns, under contract or order placed by a representative of the Quartermaster's Department, the contract or order will contain the following provisions:

(*a*) That an inventory of the items packed, in triplicate, showing their condition, will be promptly furnished by the contractor to the shipping officer.

(*b*) That the contractor will reimburse the owner for any damage to the effects packed, crated, or hauled by him, due to improper performance of such services. (C. M. C. M. 1.)

(5) The original of the inventory will be retained on file by the shipping officer, to be furnished to the Judge Advocate General (if requested) for use in connection with the settlement of any claim for loss or damage to the shipment that the owner may submit; the duplicate will be furnished to the owner of the effects; and the triplicate will be retained by the shipping officer. (C. M. C. M. 1.)

16–272

Requests for transportation of baggage will be made in duplicate on Form N. M. C. 150, and will be addressed to the representative of the Quartermaster's Department at the post or station from whence transportation of baggage is desired, and will be accompanied by two certified copies of orders directing the change of station of the officer, noncommissioned officer, or civilian employee making the request. The officer making the shipment will complete that portion of the form provided for reporting the cost of packing, crating, drayage, and shipment and will forward the original to the officer designated to settle the freight charges, together with one copy of orders directing the change of station and the memorandum copy of bill of lading covering the shipment.

16–273

(1) *Weight allowance.*—The baggage to be transported at public expense, including mess chests and personal baggage, upon change of station, will not exceed when packed and crated the following gross weights:

Rank	In the field or temporary change of station	Permanent change of station
	Pounds	*Pounds*
Major general	1,000	14,500
Brigadier general	800	12,000
Colonel	600	11,000
Lieutenant colonel	400	10,000
Major	400	9,000
Captain	300	8,500
First lieutenant	200	7,500
Second lieutenant	200	6,000
Commissioned warrant officer during first 6 years' commissioned service as such	200	6,000
Commissioned warrant officer after 6 years' commissioned service as such	200	7,500
Commissioned warrant officer after 12 years' commissioned service as such	300	8,500
Warrant officer		5,400
Noncommissioned officers, first, second, and third grades		4,500
Noncommissioned officers, fourth grade, upon change of station without troops		3,000
Civilian employees of the classified service transferred for the good of the service		4,500

(C. M. C. M. 5.)

(2) *Variation in allowance.*—These allowances are in excess of the weights transported free of charge under the regular fare by public carriers. They may be reduced prorata by the Major General Commandant and on foreign stations by the commanding officer, if necessary, and may in special cases be increased by the Major General Commandant on transports by water.

16–274

Baggage in excess of the foregoing allowances will be shipped upon the same bill of lading with the regulation allowance upon deposit with the shipping officer, prior to issue of the bill of lading, of a sum equal to the commercial freight charges on the same, to be ascertained from or through the agent of the carrier at point of shipment, and cost of exchange for remittance to the officer who will settle the transportation charges. The excess will not be shipped on Government bill of lading unless such deposit be first made.

16–275

(1) *Notation of valuation.*—Bills of lading covering shipments of baggage, personal effects, or household goods should not bear the notation, "Released valuation $10 per 100 pounds." This notation is not necessary on a Government bill of lading. (See par. 5, instructions on reverse side of bill of lading.) If carriers demand a notation as to valuation, when the value does not exceed 10 cents per pound, they can usually be convinced that it is not necessary by referring them to paragraph 5 mentioned above. In accordance with the new

freight classification, the rates on personal effects or household goods vary according to the value placed thereon. The Government will only pay the rate applicable on personal effects or household goods when the value of each piece does not exceed 10 cents per pound, therefore, the notation, "Unlimited valuation" should never be shown on bills of lading unless the owner desires to place a value of from $2 to $5 per pound on his property and pay the difference between the first-class rate and three times first-class rate.

(2) *Higher valuation.*—If the owner desires and files written authority with the shipping officer to ship his baggage, personal effects or household goods at a valuation higher than 10 cents per pound, he must place the valuation thereon as follows, and deposit with the shipping officer a sum equal to the difference between the first-class rate and the rates hereinafter stated, opposite the valuations; if value of each article exceeds 10 cents per pound and does not exceed 20 cents per pound, 1¼ times first-class; if value of each article exceeds 20 cents per pound and does not exceed 50 cents per pound, 1½ times first-class; if value of each article exceeds 50 cents per pound and does not exceed $2 per pound, 2 times first-class; if value of each article exceeds $2 per pound and does not exceed $5 per pound, 3 times first-class; if value exceeds $5 per pound, the shipment will not be taken by the carrier for shipment by ordinary freight.

(3) *Payment by other than Quartermaster's Department.*—In all cases where the transportation charges on shipments covered by Government bills of lading are payable by departments other than the Quartermaster's Department, United States Marine Corps, the department to which the charges should be billed will be shown in the body of the original bill of lading and on all copies thereof.

16–276

Attaché in foreign country.—An officer detailed for duty in a foreign country as a military attaché is entitled to packing, crating, and transportation of professional books and papers and the number of pounds of personal baggage specified in article 16–273.

16–277

(1) *Upon retirement or death.*—The Quartermaster's Department will pack, crate, and transport the authorized change of station allowance of baggage and professional books and papers of officers, warrant officers, enlisted men, and civilian employees, upon retirement, from their last duty stations or places of storage to such places within the limits of the United States as may be designated by them as their homes, and the effects of officers, warrant officers, enlisted men, and civilian employees who die in the service, from their last duty stations or places of storage to such places within or beyond the limits of the United States as may be the homes of their families or as may be designated by their legal representatives or executors as the homes of their heirs.

(2) *Enlisted men dying in service.*—One hundred and fifty pounds of baggage exclusive of the quantity carried free by transportation companies will be transported for enlisted men below the grade of sergeant, who die in the service, from their last duty stations to such places within the limits of the

United States as may be the homes of their families, or as may be designated by their legal representatives or executors.

16–278

(1) ***Graduates of Naval Academy.***—Packing, crating, and transportation of 1,500 pounds of baggage will be furnished to graduates of the United States Naval Academy on their first assignment to duty as officers, from the Naval Academy or their homes to the point of first assignment.

(2) ***Sergeants and above commissioned.***—Noncommissioned officers above the grade of sergeant, commissioned as officers from the ranks, will be furnished packing, crating, and transportation for 4,500 pounds of baggage, and sergeants commissioned as officers from the ranks will be furnished packing, crating, and transportation for 3,000 pounds of baggage, on their first assignment to duty as officers, from their homes or former stations to point of first assignment.

(3) ***Other enlisted men commissioned.***—Enlisted men below the grade of sergeant commissioned as officers from the ranks will be furnished packing, crating, and transportation for 1,500 pounds of baggage, on their first assignment to duty as officers, from their homes or former stations to point of first assignment.

(4) ***Unauthorized shipments.***—With these exceptions, transportation of baggage at public expense is not authorized when joining for duty on first appointment to the military or civil service nor upon reinstatement or reappointment, nor to effect transfers from one station to another at the request of those transferred. Officers on temporary duty are entitled only to the allowance for temporary change of station as authorized in article 16–273.

16–279

(1) ***Permanent change of station within United States.***—An officer, noncommissioned officer, or civilian employee ordered on permanent change of station within the United States is entitled, subject to the provisions of this paragraph, to have his authorized allowance of baggage or any part thereof packed, crated, and transported (1) from his last station to his new station, or (2) from his last station to any points designated by him, or (3) from any points to his new station: *Provided*, That in any case under (2) or (3) where the cost of transportation exceeds the cost of transportation of the weight involved from his last station to his new station, the person requesting such shipment must deposit with the shipping officer the amount of such excess cost of transportation before shipment is made: *Provided further*, That in case the weight of all shipments made at Government expense on permanent change of station exceeds the authorized allowance, the person requesting shipment must prepay the excess as required by article 16–274. (C. M. C. M. 1.)

(2) *Permanent station overseas or on Government vessel.*—(*a*) An officer detailed as military attaché, or an officer, noncommissioned officer, or civilian employee entitled to an allowance of baggage under the provisions of article 16–273, under orders for permanent station overseas or on board of Government vessels, is entitled, subject to the provisions of this paragraph, to have his full allowance of baggage or any part thereof packed, crated, and transported (1) from his last station to his new station, or (2) from his last station to his home, or (3) from his last station to any points in the United States designated by him, or (4) from any points in the United States to his new station: *Provided,* That in any case under (3) or (4) where the cost of transportation exceeds cost of transportation of the weight involved from his last station to the port of embarkation, the person requesting such shipment must deposit with the shipping officer the amount of such excess cost of transportation before shipment is made: *Provided further,* That in case the weight of all shipments made at Government expense on this change of station exceeds the authorized allowance, the person requesting shipment must prepay the excess as required by article 16–274.

(b) Authorized allowance of change-of-station shipments of baggage of officers, noncommissioned officers of the first, second, third, and fourth pay grades and civilian employees where water transportation is involved will be forwarded in the most economical manner to the port of egress and from the port of egress via commercial water transportation, on through bill of lading, issued by the officer at the port of egress, direct to the new station, unless Government transportation is available at the time or will be available within 30 days from the date the baggage is turned over to the shipping officer. Such shipments will not be forwarded from the east coast to the west coast, or vice versa, for reshipment to destination via Government vessel but will be forwarded direct to destination on through bills of lading, except that automobiles from the east coast to Honolulu, if shipped commercially, will be shipped to the depot quartermaster, San Francisco, Calif., for reshipment, in order to avoid a heavy lift charge that would accrue on a through shipment. (C. M. C. M. 4.)

(*c*) If authorized baggage allowance is exceeded, automobiles will not be forwarded via commercial water transportation unless the owner of the property makes a specific request to that effect and deposits a sufficient sum to cover the extra expense that may be incurred. A heavy lift charge is assessed by commercial water carriers between the United States and the Far East on packages of 2 tons (4,000 pounds) or over, and the entire cost of such charge is payable by the owner of the property. This charge approximates $50 for an average automobile. For specific and detailed information consult the steamship agent. (C. M. C. M. 4.)

(3) *Resuming duty in United States.*—An officer, noncommissioned officer, or civilian employee upon resuming duty in the United States from permanent station overseas or on board of Government vessels is entitled, subject to the provisions of this paragraph, to have his full allowance of baggage or any portion thereof packed, crated, and transported (1) from his last station to his new station, or (2) from his home to his new station, or (3) from his last station to any points in the United States designated by him, or (4) from any points in the United States to his new station: *Provided,* That in any case under (3) or (4) where the cost of transportation exceeds the cost of transportation of the weight involved from the port of debarkation to his new station, the person requesting such shipment must deposit with the shipping officer the amount of such excess cost of transportation before shipment is made: *Provided further,* That in case the weight of all shipments made at Government expense on this change of station exceeds the authorized allowance, the person requesting shipment must prepay the excess as required by article 16–274. (C. M. C. M. 1.)

(4) *Retired and reserve officers.*—Packing, crating, and transportation of the authorized allowance of baggage for permanent change of station is authorized for retired officers, and reserve officers on an inactive status, when ordered to active duty, and also on return to their homes on the termination of such duty. Noncommissioned officers and enlisted men of the Marine Corps, transferred to the Fleet Marine Corps Reserve, will be furnished packing, crating, and transportation for their personal effects from their last duty station to their

homes, the allowance to be determined according to their rank as shown in article 16–273.

(5) *Certificate of other shipments.*—Officers, noncommissioned officers, and civilian employees desiring to make a shipment of baggage under the authority of this article, will furnish the shipping officer to whom application is made for such shipment with a certificate showing all other shipments made on the same order for change of station, including the points from and to which such shipments have been made and the weight of all property so transported.

(6) *Where no shipment to new station.*—If an individual ordered to make a permanent change of station does not desire to ship his baggage at that time, the foregoing provisions will not preclude the shipment of such baggage at public expense under subsequent change-of-station orders used in connection with the former change-of-station orders; provided that if the weight of such shipment exceeds the allowance to which the owner was entitled at the time the former change-of-station orders were issued, the excess cost to be collected from him will be computed on the basis of the cost of shipment from the former permanent station to the new permanent station. (C. M. C. M. 1.)

16–280

In cases where men are discharged the date of discharge will be shown in requests for shipment

Enlisted men separated from effects.—When enlisted men become separated from their effects, as described in article 4–8, shipment of such effects, not exceeding 150 pounds per man, will be made on the direct request of the commanding officer at the post where the men are stationed to the commanding officer at the post where the effects are stored. This will not apply to shipments to their homes of effects belonging to discharged marines, for which there is no authority. Requests for shipment should include all information necessary for locating the effects, and any difficulty arising from the fact that all or part of the effects can not be located should be adjusted by correspondence between the posts interested and not by reference to the Quartermaster.

16–281

Manner of shipment of effects.—The shipments prescribed in the preceding article will be securely packed and made in the most economical manner, using Government conveyance when practicable. In cases of emergency, when time will not admit of shipment by freight, as in cases where men are to be discharged, shipment may be made by express upon the request of the proper commanding officer to that effect. Where men have become separated from their effects through their own fault the cost of making the shipment will be checked against the accounts of the men and a certified copy of such checkage furnished the Quartermaster.

16–282

Professional books and effects, officers.—The Quartermaster's Department will pack, crate, and furnish transportation for the prescribed regimental and company desks, for the books, papers, and instruments of staff officers necessary to the performance of their duties; also for professional books, including standard works of fiction, of officers changing station, officers ordered home for retirement, graduates of the United States Naval Academy, and officers promoted from the ranks on their first assignment to duty as officers, which they certify to be their property or Government property entrusted to them and pertain to their official duties. Officers desiring to ship such professional books or standard works of fiction should be particular to show the approximate weight of same on Form N. M. C. 150 (request for shipment of baggage), in space provided therefor. Invoices of packages turned over to the shipping officer will be accompanied by the certificate of the officer as to the character of books, and a certified copy will be attached to the bill of lading issued at the initial point of shipment.

16–283

Professional books, noncommissioned officers.—In addition to the baggage allowance shown in article 16–273, not to exceed 500 pounds of professional books will be transported at public expense for noncommissioned officers above the grade of sergeant, upon the certificate of the noncommissioned officer as provided in article 16–282 for officers.

16–284

(1) *Shipment at individual's expense.*—The regulations provide that baggage must be turned over to the Quartermaster's Department for shipment, and the Comptroller General has consistently held that there is no authority for the reimbursement of officers or others who make shipments of baggage at their own expense. Officers stationed at points where there is no representative of the Quartermaster's Department should call upon the nearest representative of the Quartermaster's Department for authority for such transportation. If conditions are such that there is not sufficient time to await Government bills of lading, the shipment may be made on a commercial bill of lading collect and the charges guaranteed by the shipper, and action will be taken as outlined in article 16–249.

(2) *Short haul by truck.*—In changes of station involving short hauls where the entire cost of transporting the baggage actually comprising the shipment is less by automobile truck than the total cost of packing and crating for shipment by ordinary freight, drayage from residence to railroad station, shipment at ordinary freight rates, and drayage from railroad station to residence, the shipping quartermaster may arrange with commercial trucking firms for shipment in this manner.

16–285

(1) *Automobiles or other vehicles* owned by an officer or noncommissioned officer may be included as part of his change of station allowance of baggage and will be transported as such on both Army and Navy transports. When

automobiles or other articles on which a higher freight rate is charged than that applicable to ordinary household goods are included in the change of station shipment of baggage, the Government will bear only so much of the expense of the shipment of such articles as would have to be paid for the shipment of an equal weight of ordinary household goods, and the expense incurred in excess of this amount will be collected from the owner of the shipment. In computing the excess cost to be collected from the owner in such cases, only the actual weight shipped will be considered, for example:

If a shipment made for an officer whose change of station allowance of baggage is 7,000 pounds consists of 2,000 pounds of household goods on which the freight rate is $1 per hundred pounds, and of an automobile weighing 3,000 pounds on which the freight rate is $2 per hundred pounds, excess charges computed as follows will be collected from the owner, notwithstanding the fact that the total weight of the shipment is less than his allowance:

Shipment made

2,000 pounds, household goods, at $1 per hundred pounds	$20
3,000 pounds, automobile, at $2 per hundred pounds	60
Total cost	80
Allowance: 5,000 pounds at $1 per hundred pounds (household goods rate	50
Excess cost to be collected	30

(C. M. C. M. 1.)

(2) Automobiles will be included in a change of station shipment of baggage via commercial transportation only on the specific request of the owner. (C. M. C. M. 1.)

(3) *Minimum charge versus actual weight.*—Where the cost of shipping an automobile at actual weight and rate applicable thereto is less than the cost of shipment at minimum charge on 4,000 pounds at first-class rate, the automobile must be shipped at 4,000 pounds at first-class rate as provided in consolidated classification.

(4) *Ascertaining rate and weight applicable.*—Shipping officers prior to making shipment of an automobile as part of an officer's change of station allowance of baggage will ascertain from the carrier's agent at point of shipment the rate and weight applicable for the automobile to be shipped in order that the excess cost to be collected from the owner may be correctly determined. (C. M. C. M. 1.)

(5) The regulations authorizing the shipment of baggage of an officer or other person on change of station at Government expense relate to ordinary household goods and personal effects which are subject to uniform ratings for transportation charges, and if shipments include an automobile or other vehicle and an excess weight or cost is involved, the automobile or other vehicle will be considered as causing the excess weight or cost, either wholly or in part. (C. M. C. M. 4.)

16–286

Time limit, effects of retired or deceased persons.—A limit of one year from date of retirement or decease is fixed during which change of station allowance of the personal effects, professional books, and papers may be transferred at public expense to the homes of retired officers, warrant officers, enlisted men, and civilian employees within the United States, or to such points within or beyond the United States as the next of kin or legal representative of the deceased officers, warrant officers, enlisted men, or civilian employees may designate. After the expiration of the time limit herein fixed such shipments will not be made at public expense. (C. M. C. M. 1.)

16–287

Officers wholly retired, discharged, or resigned.—The property of wholly retired or honorably discharged officers, or of officers who have resigned from the service, can not be transported to their homes or to other points at public expense. (C. M. C. M. 1.)

16–288

Packing and crating; money allowance.—In packing and crating authorized baggage of officers, enlisted men, and civilian employees on permanent change of station, the money allowance for such packing and crating, when labor and material are furnished by the Quartermaster's Department, will be at the rate of $~~1.75~~ 1.90 per hundred pounds, and $~~1.90~~ 2.10 per hundred pounds when labor and material are furnished by commercial firms. This allowance will be increased by 25 per cent when less than the maximum authorized allowance of baggage is packed and crated, provided the total amount it would cost to pack and crate the maximum authorized allowance of baggage at the normal rate authorized herein is not exceeded. When less than the maximum allowance for each grade is packed and crated, a proportionate decrease in the cost of packing and crating will be made. (C. M. C. M. 1.)

16–289

The maximum tare weight of any of the foregoing allowances will not exceed one-fifth of the gross weight. Any saving in tare weight effects an increase in net weight. With this end in view, burlap and excelsior should be used as much as possible as a substitute for crating, and the use of lumber should be limited as much as possible. Should the owner desire lighter packing or crating than the shipping officer deems sufficient, the lighter crating or packing will be used only upon written request of the owner.

16–290

Packing books and papers.—The cost of packing professional books and papers, including standard works of fiction, for officers changing station, is not included in the allowance for packing household goods.

16–291

Authority for packing and crating does not include a temporary absence on detached service from the post or station, but there must be an order for an actual change of station.

16–292

The maximum cost of packing and crating of change of station allowance of baggage is prescribed in article 16–288, and the actual cost for the respective grades will in no case exceed the amounts stated. The allowance for packing and crating household goods covers both material and labor, and can not be exceeded.

16–293

Where no representative of Quartermaster's Department.—Officers stationed or having baggage which they are entitled to have transported from points where there is no representative of the Quartermaster's Department should, when requiring packing, crating, and shipment of their allowance of baggage, make application in writing to the nearest representative of the Quartermaster's Department, who will authorize the services, the cost of which will not exceed the maximum cost for the grade of the officer making application as prescribed in article 16–288, and will also furnish the necessary forms upon which to procure bids for the packing, crating, and hauling, and bill of lading for making the shipment. In procuring bids where drayage or hauling is involved, same should be shown as a separate item on the proposal and voucher, and should not be included in the item of packing and crating.

16–294

Packing materials public property.—All crates, boxes, barrels, and packing materials supplied by the Quartermaster's Department for packing and crating baggage are public property, will be cared for as such, and so long as serviceable will be continued in use for packing and crating.

16–295

Shipments to other than new station.—Except as shown in articles 16–277 to 16–279, transportation of baggage from a point other than former station or to a point other than new station is not authorized.

16–296

Identification numbers.—Numbers on packages of household goods placed thereon by the owner for purposes of identification will not be erased by shipping officers unless a record thereof is made showing the owner's numbers and those corresponding therewith which have been placed on packages by the shipping officer. One copy of the record will be furnished the owner and one retained in the files of the shipping officer.

16–297

Hauling furnished by Quartermaster's Department.—The hauling of baggage, household goods, and personal effects incident to its transportation is authorized at public expense, and such hauling as may be necessary will be furnished by the Quartermaster's Department.

16–298

No reimbursement for hauling otherwise furnished.—There is no authority for reimbursement where the cost of hauling is paid from personal funds, the Comptroller of the Treasury having held:

"There is no law, or regulation having the force of law, which makes provision for the reimbursement of a person who hauls his baggage upon his own responsibility at his own expense. This hauling was voluntary on the part of the person concerned and, under the circumstances appearing, reimbursement of the cost of the hauling is not authorized." (Comp. Dec., Feb. 26, 1916.)

16–299

Hauling where no representative of Quartermaster's Department.—An officer under orders to change station to a point where there is no representative of the Quartermaster's Department available will arrange for the hauling of his baggage in the most economical manner and will forward the bill to the disbursing officer designated to settle the charge for payment, certifying thereon that the service was actually performed, was incurred after competition, if any, and that the amount charged is just and reasonable.

16–300

Shipment by individual; mileage.—If an officer of the Marine Corps on changing station turns over to the Quartermaster his authorized allowance of baggage as required by regulations, he is entitled to have it transported by freight by ordinary freight lines at the expense of the Government. No reimbursement will be allowed to an officer who sends his baggage by express or ships and pays for the transportation of his baggage without making an effort to have the same transported by a Quartermaster. An officer traveling on a mileage status is not entitled to transportation or drayage at public expense of any baggage which may accompany him on the journey. (See art. 16–284.)

Section 19.—TRANSPORTATION OF ANIMALS

16–301

(1) *Authorized mounts and attendant.*—The Quartermaster's Department will transport at public expense for officers changing station the number of horses for which they are legally entitled to forage, and an attendant to accompany the horses when necessary, subject to the following restrictions:

(*a*) That the horses are owned by the officer and are intended to be used by him at his new station in the public service, and are suitable mounts.

(*b*) The horses of retired officers or officers ordered to their homes to await retirement or of officers effecting a voluntary transfer will not be transported at public expense. The horses of deceased officers who die in the service may, within 90 days after the death of the officer, be transported at public expense from their last duty station to such places within the limits of the United States as may be the homes of their families or as may be designated by their legal representatives or executors, or such mounts may be disposed of as directed by such representatives or executors.

(*c*) When horses are purchased by officers at points other than their station the Quartermaster's Department will transport them from points of purchase to the station of the officer, provided the officer is entitled to have and has not had his authorized private mounts shipped from his old to his new station, and provided, when the cost of shipment from point of purchase to new station exceeds the cost from the old to the new station on last change of station, the officer will deposit the excess cost with the shipping officer when shipment is made by the Quartermaster's Department.

(*d*) Officers ordered for extended service over the seas, if they so desire, may have their authorized mounts transported from their old stations to any designated point in the United States for safe-keeping, and upon their return transported to their new stations in the United States; provided that where the cost of transportation exceeds the cost of transportation from his last station to the port of embarkation, or, upon return to the United States, from the port of debarkation to his new station, the officer requesting such shipment must deposit with the shipping officer the amount of such excess cost before shipment is made.

(*e*) Private mounts of officers in excess of the authorized number of mounts may be shipped on the same Government bill of lading with authorized mounts, upon the deposit with the shipping officers, prior to shipment, of a sum equal to the commercial freight charges on the excess mount or mounts, to be ascertained from or through the agent of the carrier at point of shipment, and the cost of exchange for remittance to the officer who will settle the transportation charges. The excess mounts will not be shipped on Government bill of lading unless such deposit be first made.

(*f*) Officers making application for shipment of mounts will in all cases specify the last change of station, referring to orders under which it was made, and also the number of private mounts previously transported, if any, on last change of station.

16–302

Descriptive card.—When private mounts of officers are shipped on change of station under the provisions of article 16–301, a descriptive card of each mount will accompany the invoice covering the shipment so as to enable the receiving officer readily to identify the animal at destination.

16–303

Certificate; valuation.—All private mounts turned over to the Quartermaster's Department for transportation must be accompanied by a certificate, in duplicate, signed by the owner of the mounts, stating that they are authorized mounts and intended for use in the public service at the new station, and giving reference to the order for the change of station. These certificates should be attached to the memorandum bill of lading. Different rates of freight are applicable under the present classification and under tariffs governed by such classification on "Livestock, chiefly for breeding, racing, show purposes, or other special uses" of different values, and the shipper must state in the uniform livestock contract the value of each animal in each shipment of such livestock, either in carloads or less than carloads, which he offers for transportation. In cases where officers' private mounts are shipped under a valuation exceeding $150 per mount, the Government will not pay freight charges on such mounts to exceed the charge applicable to a valuation of $150 per mount.

16–304

(1) *Mounted and unmounted status.*—An officer stationed at a point where he is on mounted status and who is transferred to another station as an unmounted officer will be furnished transportation at public expense for his authorized mounts.

(*a*) An officer on change of station from a point where he is on a dismounted status to a station where his duties require him to be mounted will be furnished transportation for his authorized mounts at public expense.

(*b*) An officer who is on a dismounted status and changes station as an unmounted officer but after arrival at his new station is assigned to duty which requires him to be mounted is not entitled to transportation at public expense of his private mounts from his old station.

16–305

Building stalls in box cars.—There is no authority under which the cost of building stalls in box cars for transportation of private mounts can be paid from public funds. If stalls are desired by the officers concerned, the expenses of installation must be paid by the officers from personal funds.

Section 20.—ACCOUNTS AND VOUCHER FORMS

16–306

Payment for transportation service.—Accounts for passenger transportation, parlor and sleeping car accommodations, express and freight shipments, are billed direct by the carriers to the department indicated on the transportation requests and bills of lading on voucher forms prescribed by the Comptroller General of the United States.

16–307

Forms of voucher.—The voucher forms approved by the Comptroller of the Treasury, under date of June 19, 1915, are as follows:

No. 9. Public voucher (original) for transportation of passengers (no land grant).

10. Public voucher (memorandum copy) for transportation of passengers (no land grant).
11. First and follow sheet for passenger voucher (no land grant).
12. Public voucher (original) for transportation of passengers (land grant).
13. Public voucher (memorandum copy) for transportation of passengers (land grant).
14. First and follow sheet for passenger voucher (land grant).
15. Public voucher (original) for transportation of freight (no land grant).
16. Public voucher (memorandum copy) for transportation of freight (no land grant).
17. First and follow sheet for freight voucher (no land grant).
18. Public voucher (original) for transportation of freight (land grant).
19. Public voucher (memorandum copy) for transportation of freight (land grant).
20. First and follow sheet for freight voucher (land grant).

16–308

Procuring blank forms.—Under an arrangement with the Public Printer, a supply of the standard blank voucher forms will be kept in stock by him, subject to the requisition of the transportation companies, who will address their requests for blanks on which to bill transportation charges directly to the Public Printer, Government Printing Office, Washington, D. C. using for this purpose the form numbers and descriptions given above.

Section 21.—POSTS AND STATIONS

16–314

(1) The following data relative to posts and stations of the Marine Corps, with instructions as to the routing and the issuance of bills of lading and transportation requests thereto, should be followed in all cases.

(*a*) *Annapolis, Md., marine barracks, Naval Academy.*—Post-office and telegraph address, same. Railroad station, Annapolis, Md. Baggage shipments delivered by Government vehicles. Bill of lading should be mailed to the post quartermaster.

(*b*) *Boston, Mass., marine barracks, navy yard.*—Post-office and telegraph address, same. Railroad and steamship terminals, Boston, Mass. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster. The Boston & Maine Railroad Co. has direct rail connection with the navy yard. The New York, New Haven & Hartford Railroad Co. and the Boston & Albany Railroad Co. do not have direct rail connection with the navy yard, and a haul must be made of approximately 2 miles. There is no siding in the navy yard leading to the marine barracks.

(*c*) *Charleston, S. C., marine barracks, navy yard.*—Post-office and telegraph address, same. Railroad and steamship terminals, Charleston, S. C., which are 7 miles from the navy yard; street-car service. Baggage delivered by Government vehicles. Freight shipments by rail are delivered at the navy yard and bills of lading to cover should be issued to navy yard, Charleston, S. C. Freight shipments by water are drayed by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*d*) *Guam, marine barracks, naval station.*—Post-office address, marine barracks, naval station, Island of Guam. Passenger service from San Francisco, Calif., via United States Army transports.

When no Government transportation is available, freight shipments from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of the Dollar Steamship Line (Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; and Norfolk, Va.). This line will accept through bills of lading from ports on the east coast. Except as provided in article 16-279 (2 *b*), freight shipments from posts on or near the west coast will be forwarded to San Francisco, Calif., in care of the depot quartermaster, Marine Corps, to be reshipped via Government transport or via the Dollar Steamship Line. All shipments will be plainly marked, showing consignee and destination, in care of the shipping officer at port of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at point of reshipment. (C. M. C. M. 1.)

(*e*) *Guantanamo Bay, Cuba, marine barracks, naval station.*—Post-office address, same. Railroad stations: Caimanera, Cuba, distance 5 miles; Boffueron, Cuba, distance 5 miles. Reached by Government boats. Steamship terminal: Steamers of the New York & Cuba Mail Steamship Co. call at the naval station wharf for freight only. Naval supply ships from naval operating base, Hampton Roads, Va., for both freight and passengers. Freight shipments will be consigned to the depot quartermaster, Marine Corps, naval operating base, Hampton Roads, Va., for further shipment by that officer to destination. Bills of lading should be mailed to depot quartermaster, Marine Corps, naval operating base, Hampton Roads, Va.

(*f*) *Hampton Roads, Va., naval operating base.*—Post-office address, Norfolk, Va. Less-than-carload shipments of supplies (other than shipments from the depot of supplies, Philadelphia, Pa.), and all shipments of personal effects and automobiles belonging to officers and enlisted men, will be consigned to the depot quartermaster, United States Marine Corps, naval operating base (Hampton Roads, Va.), Norfolk, Va. Delivery will be taken at Norfolk, Va., and drayed by Government vehicles to the base. Sewall's Point, Va., a local station on the Virginian Railway, is the station at which delivery is taken on carload shipments to the base. Bills of lading covering such shipments will show "Sewall's Point, Va.," in the space provided for the destination. Cars are switched from Norfolk, Va., to Sewall's Point, Va., by the Norfolk & Portsmouth Belt Line Railroad and the Virginian Railway. From points other than those in the South and Southeast the switching charges of the Norfolk & Portsmouth Belt Line Railroad and those of the Virginian Railway are absorbed by the carrier receiving the line haul into Norfolk, when the weight of the carload aggregates 12,000 pounds or more. On carload shipments from points in the South and Southeast, when the point of origin is a competitive point (not a local point on the line of one carrier only) the carrier receiving the line haul into Norfolk, Va., will absorb the Norfolk & Portsmouth Belt Line Railroad switching charge of $3.60, but will not absorb the Virginian Railway switching charge of $6.30. The Norfolk & Western Railway and the Norfolk Southern Railroad having direct connections with the Virginian Railway within the city of Norfolk, only the Virginian Railway switching is involved when shipments originate on those two lines. Carload shipments from local points of origin in the South and Southeast (other than points on the Norfolk & Western Railway or the Norfolk Southern Railroad) are subject to both the Norfolk and Portsmouth Belt Line Railroad switching charge of $3.60 and the Virginian Railway switching charge of $6.30. All switching within the base is performed by the base engine. Deliveries of freight to and from the express companies and steamship lines are made by depot trucks, the naval operating base being located beyond the city limits of Norfolk. Bills of lading should be mailed to the depot quartermaster, Marine Corps, naval operating base, Hampton Roads, Va. (C. M. C. M. 1.)

(*g*) *Hingham, Mass., marine barracks, naval ammunition depot.*—Post-office and telegraph address, same. Transportation requests should be issued to West Hingham, Mass. Freight shipments should be made to Hingham, and bills of lading mailed to the post quartermaster, marine barracks. Baggage and freight shipments delivered by Government vehicles.

(*h*) *Indianhead, Md., marine barracks, naval powder factory.*—Post-office address, same. Telegraph address, Indianhead, Md., via navy yard, Washington, D. C. Transportation requests should be issued to Washington, D. C., and men instructed to report to the navy yard for further transporation via naval vessel. Freight shipments, both carload and less than carload, and express shipments will be marked and consigned "Post Quartermaster, Marine Barracks, Naval Powder Factory, Indianhead, Md., via P. R. R., to White Plains, Md., care Indianhead Connection." Bills of lading should be mailed to the post quartermaster.

(*i*) *Iona Island, N. Y., marine barracks, naval ammunition depot.*—Post-office and telegraph address, same. Railroad station, Iona Island, N. Y., on West Shore Railroad. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*j*) *Keyport, Wash., marine barracks, Pacific coast torpedo station.*—Located at Keyport, Wash. Railroad and steamship terminals, Seattle, Wash. Steamers of the Kitsap County ferry ply between Gailbraith Dock, Seattle, and Keyport, fare 40 cents, including 100 pounds of baggage. Transportation requests should be issued to Seattle, 50 cents allowance for transfer of baggage across Seattle; 40 cents for ferry as described above from Gailbraith Dock, Seattle, to Keyport, Wash., where conveyance meets ferry. Men transferred to marine barracks, Keyport, Wash., who arrive at Seattle too late to connect with the last boat for Keyport should report to Marine Corps recruiting office at Seattle, Wash., for meals and lodging. Freight and express shipments should be consigned to the post quartermaster, marine barracks, Pacific coast torpedo station, Keyport, Wash., via Seattle, Wash. Bills of lading should be mailed to the post quartermaster.

(*k*) ***Key West, Fla., marine barracks, naval operating base.***—Post-office and telegraph address, same. Railroad and steamship, terminals Key West, Fla. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*l*) ***Lake Denmark, Dover, N. J., marine barracks, naval ammunition depot.***—Post-office and telegraph address, Dover, N. J. Transportation requests should be issued to Hibernia ~~Lake Denmark~~, N. J. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*la*) ***Lakehurst, N. J., marine barracks, naval air station.***—Post-office and telegraph address same. Railroad station, Lakehurst, N. J., on Central Railroad of New Jersey. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*m*) ***Managua, Nicaragua, marine detachment, American legation.***—Post-office address, same. Railroad service between Managua and Corinto, the latter point being a seaport. Steamship terminal, Corinto. Passenger service via New York, N. Y., or via San Francisco, Calif., and Panama Mail Steamship Co. to Corinto. Freight shipments from points in the East should be made to Pier 33, Atlantic Terminal, Brookyln, N. Y., care of the Panama Mail Steamship Co., for forwarding from New York., N. Y., to Corinto, Nicaragua, via that line. From posts other than New York, N. Y., two bills of lading should be issued, one to cover the shipment to New York, N. Y., and the other to cover the shipment from New York, N. Y., to Corinto, Nicaragua. Freight shipments from points on the west coast should be made to San Francisco, Calif., in care of the depot quartermaster, Marine Corps, to be forwarded by him to Corinto, mailing the bill of lading to that officer. The cubic measurement in cubic feet, or decimals thereof, must be shown on all shipments, and on each item on a bill of lading. All shipments must be plainly marked, showing consignee and destination. Shipments from points in the East will be marked in care of Panama Mail Steamship Co., Pier 33, Atlantic Terminal, Brooklyn, N. Y. Shipments from Corinto to Managua will be handled by the post quartermaster at Managua. Bills of lading issued covering shipments to Corinto from New York or San Francisco should be mailed to the post quartermaster at Managua. Marine Corps shipments are exempt from the payment of consular duties and presentation of consular invoices. (C. M. C. M. 2.)

(*n*) ***Mare Island, Calif., marine barracks, navy yard.***—Post-office address, Vallejo, Calif. Telegraph address, Mare Island, Calif. Railroad station when routed via Southern Pacific Co., North Vallejo Wharf, Calif. When routed via Atchison, Topeka & Santa Fe or Western Pacific Railways, tickets include passage between San Francisco and the navy yard via Sou. Pac. & G. G. Ferries ~~Monticello Steamship Co.~~, and transportation requests should be issued through to Mare Island showing routing via Sou. Pac. Golden Gate Ferries ~~Monticello Steamship Co.~~, and men so routed should be via trains scheduled to arrive San Francisco in sufficient time to connect with the last boat of the Southern Pacific Golden Gate Ferries (Ltd.), which leaves San Francisco at 8.30 p. m. Passengers routed over the Southern Pacific Co. should be via trains due to arrive Crockett before 10.30 p. m., in order to connect with the last bus for Vallejo. Delivery of baggage handled by the post quartermaster. Freight shipments should be made to Mare Island and bills of lading mailed to the post quartermaster. (C. M. C. M. 5.)

(*o*) ***New London, Conn., marine barracks, naval submarine base.***—Post-office and telegraph address, same. Railroad and steamship terminals, New London, Conn. Men transferred by rail should be furnished with transportation requests reading to New London, Conn. Bills of lading covering both freight and express shipments should be issued to submarine base, Connecticut. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*p*) ***New Orleans, La., marine barracks, naval station.***—Located at Algiers, La., on west side of the Mississippi River. Post-office and telegraph address, New Orleans, La. Railroad and steamship terminals, New Orleans, La. Transportation requests should be issued to New Orleans, La. Bills of lading should be issued to New Orleans, La., and mailed to the post quartermaster. Carload shipments should be consigned to Algiers, La., and bills of lading so issued. Delivery of baggage and freight shipments made by Government vehicles. Express shipments should be made to Algiers, La.

(*q*) ***Newport, R. I., marine barracks, naval torpedo station.***—Post-office and telegraph address, same. Railroad and steamship terminals, Newport, R. I. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*r*) ***New York, N. Y., marine barracks, navy yard.***—Located at Brooklyn, N. Y. Post-office and telegraph address, New York, N. Y. Railroad and steamship terminals, New York, N. Y. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*s*) ***Norfolk, Va., marine barracks, navy yard.***—Located at Portsmouth, Va. Post-office and telegraph address, Norfolk, Va. Railroad and steamship terminals, both Norfolk and Portsmouth. Freight and passenger rates same to either point. Passengers arriving at or leaving from Norfolk require ferry fare to and from Portsmouth in addition to street-car fare in Portsmouth and Norfolk. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*t*) ***Parris Island, S. C., marine barracks.***—One and one-half miles from the town of Port Royal, S. C. Post-office and telegraph address, Parris Island, S. C. Railroad station, Port Royal, S. C. Steamship line, Beaufort & Savannah Line to and from Savannah calls at the wharf at the marine barracks. Passengers arriving at Port Royal by rail use Government boat to the marine barracks. Freight shipments from Boston, New York, and Philadelphia should be made by water lines to Savannah, thence Beaufort & Savannah Line. Shipments by rail should be made to Port Royal, S. C., showing the Charleston &

Western Carolina Railway as delivering carrier. Baggage and freight shipments hauled by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*u*) *Pearl Harbor, Hawaii, marine barracks, naval operating base.*—Post-office address, same. Passenger service from San Francisco, Calif., via United States Army transports or commercial lines. When no Government transportation is available, freight shipments from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of the Dollar Steamship Line (Boston, Mass., New York, N. Y., Philadelphia, Pa., and Norfolk, Va.). This line will accept through bills of lading from ports on the east coast. Except as provided in article 16–279(2 *b*), freight shipments from posts on or near the west coast will be forwarded to San Francisco, Calif, in care of the depot quartermaster, Marine Corps, to be reshipped via Government transport or the Dollar Steamship Line. All shipments must be plainly marked, showing consignee and destination, in care of the shipping officer at point of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at point of reshipment. (C. M. C. M. 1.)

(*v*) *Peiping, China, marine detachment, American legation.*—Post-office address, same. Transportation of passengers from San Francisco, Calif., via United States Army transports to Manila, P. I., or Nagasaki, Japan; thence via Government vessel or commercial line to port of debarkation in China and rail to destination. When no Government transportation is available, freight shipments from posts on or near the east coast will be made as prescribed in article 16–258(7). Through bills of lading will be accepted by carriers in the trade from ports on the east coast to Shanghai, Taku Bar, and other ports in China from which reshipment to Peiping is made. Except as provided in article 16–279 (2 *b*), shipments from posts on or near the west coast will be forwarded via the cheapest route to San Francisco, Calif., in care of the depot quartermaster, Marine Corps, for reshipment via Government transport or commercial carrier. All shipments must be plainly marked, showing consignee and destination, in care of the shipping officer at port of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at point of reshipment. (C. M. C. M. 1.)

(*w*) *Pensacola, Fla., marine barracks, naval air station.*—Located at Warrington, Fla.; distance 7 miles from Pensacola. Post-office address, Warrington, Fla. Railroad and telegraph station, Pensacola, Fla. Electric line to the marine barracks, which is equipped for hauling freight in carload lots or less. Carload shipments switched from Louisville & Nashville Railroad to electric line in Pensacola. Transportation requests should be issued to Pensacola. Bills of lading should be issued to the marine barracks, naval air station, Pensacola, and mailed to post quartermaster. Street-car service between Pensacola and Warrington. Baggage and freight shipments (less than carload) delivered by Government vehicles.

(*x*) ***Philadelphia, Pa., depot of supplies, U. S. Marine Corps.***—Post-office and telegraph address, 1100 South Broad Street (storehouse located at Delaware Avenue, foot of Snyder Avenue). Railroad and steamship terminals, Philadelphia, Pa. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the depot quartermaster. Correct shipping address should be obtained from the depot quartermaster for all carload shipments.

(*y*) ***Philadelphia, Pa, marine barracks, navy yard.***—Post-office and telegraph address, same. Railroad and steamship terminals, Philadelphia, Pa. Streetcar service between the navy yard and railroad stations and steamship wharves. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*z*) ***Philippine Islands.***—Transportation of passengers from San Francisco, Calif., via United States Army transports to Manila, P. I. When no Government transportation is available, freight shipments from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of the Dollar Steamship Line (sailing to Cavite from Boston, Mass., New York, N. Y., Philadelphia, Pa., and Norfolk, Va.). This line will accept through bills of lading from ports on the east coast. Except as provided in article 16–279 (2 *b*), freight shipments from ports on or near the west coast will be forwarded via the cheapest route to San Francisco, Calif., in care of the depot quartermaster, Marine Corps, to be reshipped via Government transport or commercial carrier. All shipments will be plainly marked, showing consignee and destination, in care of the shipping officer at port of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at port of reshipment. All shipments to the Philippine Islands will be consigned to the post quartermaster, marine barracks, naval station, Cavite, P. I. (C. M. C. M. 1.)

(*aa*) ***Portsmouth, N. H., marine barracks, navy yard.***—Located at Kittery, Me. Post-office and telegraph address, Portsmouth, N. H. Railroad station, Portsmouth, N. H. Government ferry and highway, 1½ miles. Delivery of baggage made by Government vehicles. Freight shipments delivered direct to the navy yard by railroad, and bills of lading should be issued to navy yard, Portsmouth, N. H. Bills of lading should be mailed to the post quartermaster.

(*bb*) ***Puget Sound, Wash., marine barracks, navy yard, and naval ammunition depot.***—Located at Bremerton, Wash. Post-office and telegraph address, Bremerton, Wash. Railroad and steamship terminals, Seattle, Wash. Steamers of the navy yard route ply between Colman Dock, Seattle, and the navy yard; fare 35 cents, including baggage. Transportation requests should be issued to Bremerton, Wash., which will include transfer of baggage through Seattle and fare from Seattle to Bremerton. Men transferred to Bremerton who arrive at Seattle too late to connect with the boat for the navy yard should report to the Marine Corps recruiting office in Seattle for meals and lodging. Freight and express shipments should be consigned to the post quartermaster, marine barracks, navy yard, Puget Sound, Bremerton, Wash., via Seattle, Wash. Bills of lading should be mailed to the post quartermaster.

(*cc*) *Quantico, Va., marine barracks.*—Post-office and telegraph address, same. Transportation requests should be issued to Quantico, Va. No charge for transfer of men or delivery of baggage to camp. Freight and express shipments should be consigned to the post quartermaster and bills of lading mailed to that officer.

(*dd*) *St. Juliens Creek, Portsmouth, Va., marine barracks, naval ammunition depot.*—Post-office and telegraph address, same. Freight and express shipments should be consigned to the post quartermaster, marine barracks, naval ammunition depot, St. Juliens Creek, Portsmouth, Va., and bills of lading mailed to that officer. Freight and baggage handled by Government vehicles. Streetcar service between Portsmouth and St. Juliens Creek. Transportation requests should be issued to Norfolk or Portsmouth, Va. (See marine barracks, navy yard, Norfolk, Va.)

(*ee*) *San Diego, Calif., marine barracks, naval operating base.*—Post-office and telegraph address, same. Railroad and steamship terminals, San Diego, Calif. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be issued to the marine base, San Diego, Calif., and mailed to the post quartermaster at that point.

(*ff*) *San Francisco, Calif., depot of supplies, United States Marine Corps.*—Post-office and telegraph address, 100 Harrison Street, San Francisco, Calif. Railroad and steamship terminals, San Francisco, Calif. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the depot quartermaster.

(*gg*) *Washington, D. C., marine barracks.*—Post-office and telegraph address, same. Railroad and steamship terminals, Washington, D. C. Steamship line, Norfolk & Washington Steamboat Co.; street-car service. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(*hh*) *Washington, D. C., marine barracks, navy yard.*—Same as marine barracks.

(*ii*) *Washington, D C., headquarters, Marine Corps.*—All freight and express shipments for the office of the Major General Commandant, Adjutant and Inspector's, Quartermaster's, and Paymaster's department will be consigned to the post quartermaster, Headquarters Marine Corps, Navy Building, indicating both on the bill of lading and marking on package the office or department for which intended, when other than the Quartermaster's Department. Shipments of baggage of officers ordered to Washington, D. C., for duty elsewhere than the marine barracks, or marine barracks, navy yard, will in all cases be consigned to the post quartermaster, headquarters, indicating both on the bills of lading and marking on packages the name of the officer to whom the baggage belongs. Information as to the disposition desired made of the baggage will be furnished the post quartermaster, headquarters, at time of shipment. In each of the above cases the bills of lading will be mailed to the post quartermaster, Headquarters Marine Corps, Washington, D. C. All carload shipments will be consigned to the post quartermaster, marine barracks, navy yard, Washington, D. C., and the bills of lading mailed to that officer.

(*jj*) ***West Indies.***—Freight shipments to the various Marine Corps posts and stations in the West Indies will be consigned to the depot quartermaster, Marine Corps, naval operating base, Hampton Roads, Va., for further shipment by that officer to destination. Bills of lading should be mailed to the depot quartermaster, Marine Corps, naval operating base, Hampton Roads, Va. (See Hampton Roads, naval operating base.)

(*kk*) ***Yorktown (Va.) marine barracks, naval mine depot.***—Railroad station, Lee Hall, Va. Marine barracks located 7 miles from Lee Hall, Va. Post office and telegraph address, Yorktown, Va. All shipments by rail should be billed to Lee Hall, Va. Shipments via the Chesapeake Steamship Co. should be billed to Yorktown, Va. Bills of lading should be sent to the post quartermaster, marine barracks, naval mine depot, Yorktown, Va. Transportation requests by rail should be drawn to read Lee Hall, Va., and requests reading by water should be drawn to read Yorktown, Va.

(*ll*) ***South Charleston (W. Va.) marine barracks, naval ordnance plant.***—Post office and telegraph office, same. Freight and express shipments should be consigned to the post quartermaster, marine barracks, naval ordnance plant, South Charleston, W. Va., and bills of lading mailed to that officer. Street-car service between Charleston, W. Va., and South Charleston, W. Va. Transportation requests should be issued to Charleston, W. Va. (C. M. C. M. 4.)

CHAPTER 17

PUBLIC PROPERTY

ACCOUNTABILITY AND RESPONSIBILITY

17-1

Accountability and responsibility devolve upon any person to whom public property is intrusted and who is required to make returns therefor. Responsibility without accountability devolves upon one to whom such property is intrusted but who is not required to make returns therefor. An accountable officer is relieved from responsibility for property for which he holds a proper memorandum receipt. A responsible officer is not relieved from responsibility for public property for which he has given a memorandum receipt until he has returned the property to the accountable officer, or has secured memorandum receipt from a successor, or until he has otherwise been relieved by the operation of regulations or orders.

17-2

One accountable officer at post.—Unless otherwise directed, there will be at each post or station but one accountable officer in the Quartermaster's Department, and he will account for all quartermaster's property in use or in store.

17-3

(1) *Personal and pecuniary responsibility.*—An officer in charge of public property can not delegate any part of his responsibility to an assistant or to enlisted men. All articles drawn upon the requisition of an officer, or received upon the exchange of invoices and receipts, without a requisition, stand charged to him, and he is held accountable for the money value of any article lost through the negligence of a subordinate.

(2) The officer or noncommissioned officer who has charge of clothing, arms, accouterments, or other public property at a post or on board ship is alone held accountable for the same. In view of this accountability it is important that he should hold each man in whose hands these articles are placed for use to a strict responsibility for the same, according to their money value, as any loss or damage to any of the articles will be charged to the officer or noncommissioner officer, unless he is relieved of the responsibility by competent authority.

17–4

Security and issues of property.—It is the duty of an officer in charge of public property personally to attend to the security of the property and to superintend all issues. When it is impracticable for an officer personally to superintend his issues, he should choose with great caution the agent to whom he intrusts the duty.

17–5

Detail of enlisted men.—An officer who has receipted for public property is personally and pecuniarily responsible therefor, yet as it is the duty of the commanding officer to see that the best arrangements are made for the security of such property, the officer in charge of it at a post should be allowed to nominate the noncommissioned officers (other than the quartermaster sergeants) or privates he wishes detailed to assist him.

17–6

Separation of accountable officer from property.—An officer will not, when it can be avoided, be detailed for duty which will separate him from public property for which he is accountable, but when detailed for duty which temporarily separates him from the property, and thereby endangers its safe-keeping, his commanding officer shall designate another officer to take charge of it, receive and issue, in the name of the accountable officer; if no other officer be present, the commanding officer shall himself take charge of the property until the return of the accountable officer. The officer so detailed will be responsible for the disposition and handling of all Government property left in his charge. If the absence of the accountable officer extends beyond a period of 30 days a regular transfer of the property to another officer should be made.

17–7

Removal of accountable officer.—If it becomes necessary to remove an officer from the charge of public property, the commanding officer will take measures to secure such property and be guided by the provisions of Art. 17–34.

17–8

Private use of property or labor prohibited.—Public property will not be used nor will labor hired for the Government be employed for any private purpose whatsoever.

17–9

(1) *When unauthorized expenditure is ordered.*—When ordered by his commanding officer to make an expenditure of stores which the post quartermaster believes to be illegal or contrary to regulations, the latter shall state in writing the grounds on which he objects to obeying the order and request that

the order be reiterated in writing. On the receipt of such order the expenditure will be made.

(2) ***Vouchers for unauthorized issues to include orders.***—Vouchers for issues or expenditures of property not authorized by regulations will be accompanied by copies of the orders directing the issues or expenditures.

CHANGE OF ACCOUNTABLE OFFICERS

17-10

(1) ***Turning over property.***—An accountable officer, on being relieved, shall turn over to his successor all property for which he is responsible, including the books and blank returns pertaining to the Quartermaster's Department, and his successor shall give him receipts therefor as prescribed. A final certificate of balances for the property will be transmitted within 20 days to the Quartermaster.

(2) ***Receipting for property.***—A transfer of public property involves a change of possession and accountability. In ordinary cases of transfer the transferring officer will furnish the receiving officer with combination invoice and receipt in quadruplicate, accurately enumerating the property, and the latter will return duplicate receipts. In cases in which complete transfer of property occurs, instead of exchanging separate invoices and receipts, as above provided, the receiving officer may make direct entry on the final certificate of balances (both original and duplicate) of his predecessor that all the property thereon enumerated as on hand and transferred to successor was received by him.

17-11

(1) ***Verification by receiving officer.***—The officer relieving another in charge of clothing or other public property will, when time will permit, make a careful inventory of the property and see that each article on charge is actually present.

(2) ***Surveying articles lost or damaged.***—The officer being relieved will request a survey upon such articles as are damaged or missing before transferring the property.

17-12

(1) ***Qualified receipt when property not verified.***—When an officer in charge of public property is relieved, and from any cause there is no time for the relieving officer to verify the amount of property stated to be on hand, the latter must, in all cases, give a qualified receipt for the property to the officer relieved; that is, he should acknowledge the receipt of the articles, according to the invoice presented to him, this receipt to become final, if the articles shall, upon subsequent inspection, be found to correspond in quantity and condition to said invoice.

(2) ***Inventory of unverified property.***—Immediately thereafter the relieving officer should apply to his commanding officer for a board to take an inventory

and report upon the condition of the property turned over to him. One copy of this inventory, of which the report on the condition of the property forms a part, should be immediately transmitted to the Quartermaster and one to the officer relieved. The latter will be held to account for any damage or deficiency found by such board.

17–13

Refusal to receipt.—If an officer to whom public property has been transferred refuses to receipt for it, the invoicing officer will report the facts to the commanding officer of the former for action. Copies of all papers relating to the transaction will be filed with his returns.

RECEIVING PROPERTY

17–14

Accountability for property received.—Every accountable officer and noncommissioned officer who receives public property will be held accountable for the same until his final certificate of balances of such property have been received and audited. Upon the completion of such audit he will be notified of the result by the Quartermaster.

17–15

(1) *Receipts in duplicate.*—Receipts for public property will be given in duplicate. To be admissible as vouchers to accounts, one copy must be signed by an officer or noncommissioned officer duly authorized to receive public property; the second copy may show typewritten or rubber stamp signature.

(2) *Restrictions on receipting by enlisted men.*—Under no circumstances can noncommissioned officers or privates, except when in charge of detachments, receipt for property and thus become accountable parties.

17–16

Receipts for property issued enlisted men.—Receipts will be taken for all Government property issued to enlisted men. Where the property in the hands of a company is receipted for to the post quartermaster by the company commander, the receipts of enlisted men should be retained by the company commander. In other cases such receipts will be held by the accountable officer.

17–17

(1) *Inspection of property from Government source.*—Within twenty-four hours after the receipt of public property received from a Government source the person to whom it is sent will carefully examine the same in the presence of an officer, when one is available, and when not, a noncommissioned officer, in order that receipts may be transmitted to the officer who invoiced the articles. These receipts will be accomplished and forwarded with the least

possible delay. Before opening, the consignee will have the box or parcel weighed to ascertain if it corresponds with the weight marked thereon. When it is opened it shall be examined in the presence of the witness referred to above, and its contents compared with the invoice. The noncommissioned officer mentioned in this paragraph should be a quartermaster sergeant when one is available.

(2) *Discrepancy, damage, or loss.*—Should there be any discrepancy between the quantity received and that stated in the invoice or bill of lading, or the weight be different from that stated, or should any of the stores be damaged or lost in transit, the person to whom they were addressed shall report immediately to his commanding officer and request a board of survey to report as to the facts and decide the extent of loss or damage and on whom the responsibility rests. The officer requesting the board of survey shall also state in his request whether the box or parcel had the appearance of having been tampered with and whether the weight was correct as invoiced. The date of each invoice, also date and number of each bill of lading, together with the serial number of each package, crate, etc., to which the lost or damaged property may pertain, will be stated clearly on requests of this nature; also whether proper notation of the loss or damage has been made on the bill of lading. Receipts will, however, always be rendered for the quantities invoiced, subject to findings of survey requested, unless the receiving officer has reason to believe that the invoices are erroneous, in which case the invoicing officer will be so informed. Articles short will be dropped from the return of the receiving officer on an approved copy of report of board of survey.

(3) *When impracticable to immediately inspect.*—At posts, in the field, or aboard ships, where, by reason of inadequate storage accommodations, it is impracticable to comply with the requirements of paragraph 1, property received will be retained in original packages. If upon receipt, however, any of the original packages bear evidence of damage or of having been tampered with, their contents should be verified. Thereafter when an original package is opened, the accountable officer, in the presence of a witness, will verify the contents thereof, and should there be a shortage or defect in the contents of the package the accountable officer will comply with the provisions of article 17–17 (2).

17–18

(1) *Signing orders for supplies purchased.*—Whenever supplies of any kind are purchased for use at a post and are furnished from other than a Government source, the post quartermaster will himself sign in advance an order for each delivery and keep a copy thereof in his office. In case a telephonic order is necessary, a signed memorandum of such order will be kept. In case of an emergency, when supplies are required and the post quartermaster is not present at the post, the order for said supplies can be signed by an officer detailed for this purpose by the commanding officer, but in no case shall orders be signed by an enlisted man, except at posts where there is no commissioned officer on duty.

(2) *Inspection of supplies purchased.*—Commanding officers will require that all such supplies, upon delivery, be inspected by the post quartermaster. The commanding officer will designate some officer other than the post quartermaster to inspect supplies which may be delivered at the post during the absence or inability to act of the post quartermaster, and the officer so inspecting such supplies will personally satisfy himself as to the quantity and quality of each article received and will certify to the fact over his official signature and deliver this certificate to the accountable officer at the earliest practicable opportunity. In such cases of the inspection of supplies by others than the post quartermaster, that officer will personally inspect the unused portion of same at the earliest practicable opportunity and will satisfy himself that the quality of such articles is in accordance with the specifications and the contract covering same.

(3) *Inspection of rations.*—In addition to the inspection described in the preceding paragraph, rations shall be inspected by the mess officer of the organization to which they are issued. In case he be absent the inspection will be made by another officer detailed for the purpose by the commanding officer. In case of a disagreement between the post quartermaster and the mess officer, the matter will be decided by the commanding officer. (See also art. 14–29.)

17–19

Field safes received.—Each invoice and receipt, Form N. M. C. 24, covering the transfer of field safes, shall show on the face of the form the combinations of such safes, unless for reasons of security it is not deemed advisable or unless the combinations have been lost. When the combination is omitted the reason shall be stated on the face of the form. An officer receiving a field safe will immediately change the combination before using the safe for the safe-keeping of any Government property or funds, unless it is an empty safe received for store only, in which case the combination need not be changed.

Safeguarding Property

17–20

(1) *Responsibility of commanding officer.*—The officer in permanent or temporary command of a post, station, company, or detachment is responsible for the security of all public property thereat, whether in use or in store, and although for purposes of periodical accountability to the proper authority all such property may have been officially receipted for by subordinate officers, the commanding officer is nevertheless responsible and pecuniarily liable with them for the strict observance of the regulations in regard to its preservation, use, and issue. He will take care that all storehouses and rooms are secure and, when advisable, properly guarded, that only reliable agents are employed, and trustworthy enlisted men detailed for duty in connection with such property.

(2) *Keys of storerooms* will not be intrusted to enlisted men or civilians without the express approval of the commanding officer, and then only on the exercise of great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent inspections, to prevent loss or damage.

(3) *Clothing room.*—Enlisted men will not transact clerical work in the clothing room. Books and all other papers relating to this property must be kept in a room separate from the clothing room.

(4) *Pistols.*—To provide for the security of automatic pistols which, by order of the commanding officer, have been placed in the hands of individual enlisted men, it shall be the duty of commanding officers to provide a suitable place or places for their safe-keeping, where they shall be kept when not in actual use. The responsibility for the loss of a pistol when out of the storeroom or place assigned for its safe-keeping will rest in the person to whom it is issued; except that when the exigency of the service is such that men are ordered to keep their pistols in their possession at all times, responsibility will be determined by a board of survey.

MAINTAINING PROPERTY; LOSS, DAMAGE, ETC.

17-21

(1) *Maintaining property.*—As far as practicable, every officer or noncommissioned officer in charge of public property of any kind, whether in use or in store, will endeavor by timely repairs to keep it in serviceable condition, and for this purpose, if at sea, will apply to the executive officer for such assistance as may be needed, and if on shore, to the nearest depot quartermaster or the Quartermaster. Arms, accouterments, equipment, barracks furniture, and camp equipment will be used as issued by the Quartermaster's Department and will not be altered in color, finish, or any other respect without specific authority from the Major General Commandant. Pack equipment and web accessories may be blancoed with khaki blanco by Marine Corps units ashore and afloat, at home and foreign stations, except expeditionary forces actively engaged in field service. White blanco may be used on the additional bayonet scabbard authorized for marine detachments afloat and the funeral escort, Marine barracks, Washington, D. C. Metal parts of pack equipment and accessories will not be polished. (C. M. C. M. 2 and 4.)

(2) *Causes of damage, etc.*—Causes of damage to, and of loss and destruction of, military property are classified as follows: Unavoidable causes, being those over which the responsible officers have no control, occurring (*a*) in the ordinary course of service, or (*b*) as an incident to active field service, avoidable causes being those due to carelessness, willfulness, or neglect.

17-22

(1) *Pecuniary liability for loss or damage.*—Avoidable loss or damage to any article of public property is to be made good or, in the case of enlisted men, charged on the pay rolls against the man responsible for the same.

(2) *When responsibility is acknowledged.*—When men acknowledge responsibility for the loss or destruction of Government property, a "Statement of charges" will be prepared by the officer responsible for the property, on Form N. M. C. 6, in accordance with the instructions printed on same and signed by the men. Upon approval by the commanding officer, the statement of charges will be authority for making proper checkages on pay rolls.

(3) *When responsibility is not acknowledged.*—When enlisted men decline to acknowledge responsibility for the loss or destruction of Government property, the responsibility for such loss will be determined by a board of survey.

(4) *Collecting from marine on discharge.*—When such loss or damage occurs between the date the final account is closed and the date the man is to receive his discharge, the commanding officer before handing him the discharge will collect the value of the lost or damaged articles and forward same to the paymaster having the man's account, to be deposited in the Treasury. (C. M. C. M. 3.)

17–23

Reporting change in status of command.—The commanding officer will inform the post quartermaster when any change occurs in the status or strength of the command.

17–24

Accounting for unavoidable loss or damages.—Property unavoidably lost or destroyed will be accounted for by survey in the prescribed manner.

PROPERTY ISSUED ON MEMORANDUM RECEIPT

17–25

(1) *Loan of property.*—Public property shall not be loaned to any state, or organization, or individual outside the naval service, except as provided in article 83 (3), Navy Regulations. (C. M. C. M. 2.)

(2) *Wording of receipts for property loaned outside.*—All memorandum receipts covering articles of Government property loaned to any individual other than a member of the Marine Corps will be worded, in substance, as follows: "I certify that I have this date received from ____________ the following articles of Government property, for which I hold myself pecuniarily responsible."

(3) *Issue of articles to officers.*—Property subject to deterioration and wear and tear, other than articles constituting authorized personal military equipment of an officer, authorized horse equipment for officers below the rank of major, and authorized professional books, will not be retained by officers for their personal use and held on memorandum receipts, except for brief periods pending arrival of officers' effects that may be in transit.

(4) Paragraph (3) precludes the issue on memorandum receipt, to officers for their personal use, of such articles as mattresses; bed linen; mosquito nets; buckets; mess utensils; tableware; crockery; rubber coats, boots, and hats; tools; and all such articles that are subject to deterioration or breakage and

that do not pertain to an officer's authorized personal military equipment, or that do not pertain to the authorized furnishings of Government quarters to which the officer may be assigned, except for brief periods pending arrival of officers' effects in transit, as set forth in paragraph (3).

(5) *Purchase by officers of articles not issued.*—Officers who require articles for personal use the issue of which on memorandum receipt is prohibited may provide themselves with such articles by purchase from the Quartermaster's Department.

17–26

(1) *Supplies issued company or detachment commanders.*—Officers commanding companies or detachments will be furnished by the proper quartermaster, on approved requisitions, with the necessary authorized quartermaster's supplies, except clothing, and for all such supplies such commanding officers will give memorandum receipts to the accountable officer, who will continue to bear the supplies on his returns until they have been transferred or expended and duly accounted for as required by these regulations. Officers commanding companies or detachments temporarily absent from posts, camps, etc., will continue responsible to quartermasters from whom supplies have been procured on memorandum receipts.

(2) *Responsibility.*—The officer in temporary or permanent command of a company or detachment is responsible for all public property used by or in possession of the command, whether he receipts for it or not.

(3) *Change in command.*—When a change in command or responsibility takes place, the memorandum receipts will be returned by the quartermaster when he becomes possessed of new receipts from the officer who succeeds to the responsibility for the property. In case of any discrepancy at the time of transfer of property, a board of survey will be requested to fix the responsibility.

(4) *Settlement between accountable and responsible officers.*—Memorandum receipts from the same officer will be filed together in a separate file and will be abstracted and totaled at least every six months and a settlement effected. At the time of settlement the responsible officer will make inventory of property in his possession, and any property that he may hold in excess of requirements will be turned back into store, and the officer will sign a new receipt for all property, except furniture. necessary to be retained by him in his possession. prior receipts to be returned to the officer provided all articles are accounted for. The responsibility for the loss of any articles that may be found to be missing will be fixed at the time of settlement.

17–27

Surveys of property of responsible officer.—When surveys become necessary on any property in the hands of a responsible officer, he will at once notify the accountable officer in writing, who will take steps to have a board convened.

SURPLUS AND UNSERVICEABLE PROPERTY

17–28

Reporting surplus property.—Surplus arms and accouterments and other public property at a post considered by the commanding officer in excess of the needs of the service will be reported to the Quartermaster for such disposition as he may direct.

17–29

Disposal of surplus clothing.—Articles of clothing on hand and not required for issue will, if in good condition, be transferred to the nearest depot of supplies; if not in good condition, such articles will be disposed of as may be directed by approved report of board of survey.

17–30

(1) *Surveying surplus machinery, etc.*—All machinery, boilers, mechanical and electrical equipment and appliances, plumbing, and electrical fixtures, etc., on hand in excess of requirements, also buildings, etc., no longer required, should be brought before a board of survey.

(2) *Items not on property account.*—If the items under consideration are not carried on a Marine Corps property account, they need not be taken up on charge, but the officer in requesting the survey shall indicate such fact, adding estimated value, purpose for which used, and reason for requesting survey.

(3) *Approval of survey.*—On expeditionary duty and in exceptional cases where delay incident to the approval of the report of survey by mail might result in loss to the Government or interference with movement of troops, approval shall be requested by telegraph.

(4) If sold, the money obtained shall be disposed of in accordance with Article 22–51, the voucher to show date of approval of survey.

17–31

(1) *Salvaging metal tent slips.*—As metal tent slips are practically indestructible, a considerable saving to the Government can be effected by removing such slips from condemned canvas which is no longer serviceable as tentage and returning same to the depot of supplies, Philadelphia, for future use in the manufacture of tentage. The slips should not be removed from tents that are condemned and sold if their condition is such that they might be used after the sale as tents, but only for tentage that is to be sold as old canvas, to be destroyed, or to be used for repairs.

(2) *Disposal of metal tent slips.*—Such tent slips as are so accumulated and are not required to replace broken slips should be shipped to the nearest depot of supplies. Tent slips accumulating at the depot of supplies, Cavite, P. I., should be shipped to the depot of supplies, San Francisco, Calif., by Government conveyance, for further shipment, together with those accumulated at the latter depot, to the depot of supplies, Philadelphia, Pa.

17–32

(1) *Property of ship's detachment transferred ashore.*—Whenever a detachment is transferred ashore from a vessel the officer commanding it will, at the same time, deliver to the proper officer at the station to which the transfer is made all the public property he may have remaining on hand, except official books and typewriting machines, which will be forwarded to the nearest depot of supplies. The post quartermaster of the station to which the property is transferred will ship for the officer in charge of the marine detachment the typewriting machines and official books.

(2) *Return and vouchers.*—The officer making the transfer will transmit to the Quartermaster his final certificate of balances, supported by proper vouchers, in order to secure a settlement of his account. Delayed vouchers will be forwarded as soon as received. (See art. 22–18.)

(3) *Transfer of typewriters on abandoning posts, etc.*—Upon the abandonment of Marine Corps posts, recruit depots, or recruiting offices, or when ships are placed out of commission, except when otherwise ordered, all typewriting machines will immediately be transferred, securely packed, to the nearest depot of supplies. ~~Officers or noncommissioned officers transferring typewriting machines from depots, posts, ships, etc., to other stations or ships for any cause, upon proper authority, will immediately report to the Quartermaster the serial and model number of the machine shipped, together with the date of purchase in each case.~~

INVENTORIES

17–33

Periodical inventories and interim inspections.—Every officer accountable for public property will personally take an inventory at least once each quarter of all clothing, arms, and accouterments under his charge. He shall take an actual physical inventory of all other property under his charge at least once a year, inventory to be completed as of June 30, unless actual physical inventory has been taken at some time within three months prior to this date, by reason of change of accountable officers. If for any reason the accountable officer can not take inventory as required, he will so advise his commanding officer who, if he finds that the accountable officer can not complete inventory, will appoint a board to inventory the property. Any articles found to be on hand on inventory in excess of quantities carried on the property account will be taken up by certificate. While only one complete inventory is required annually of property, other than clothing, arms, and accouterments, the accountable officer will, in addition, take the necessary measures to satisfy himself by personal check and examination during the period between inventories that such property as he is accountable for is on hand, as shown on the property account. A certificate setting forth that the inventories prescribed herein have been made will be submitted with the certificate of balances.

17-34

Inventory by board.—In case of death, or the suspension from duty for a period exceeding 10 days, of any officer having charge of public property, the commanding officer shall immediately order a board, to consist, when practicable, of at least three commissioned officers, to make an inventory of the property. If this number is not present to comply with this requirement, one officer will be sufficient. He will also appoint another officer, when practicable, to perform the duties vacated, who will receipt and account for the property as inventoried. In case there is no officer available the commanding officer will himself take charge of the property. If there is no shortage this inventory will be in duplicate, and both copies handed to the officer who receipts for the property, one copy to be forwarded with his first certificate of balances to the Quartermaster, the duplicate to be retained. In the event of a shortage one copy of the inventory will be immediately sent to the Quartermaster by the officer receipting for the property, the duplicate to be retained. It is the duty of the board of inventory to fix the responsibility for such shortage if possible.

ACCOUNTING

17-35

Failure to make returns promptly.—Should any person charged with Government property fail to prepare and forward the required returns thereof within the prescribed time, a settlement of his accounts may be made by the Quartermaster's Department and the money value of the property with which he is charged reported against him for stoppage.

17-36

Returns for Army subsistence stores.—An officer of the Marine Corps who has in his charge subsistence stores belonging to the Army shall render returns for such stores to the Quartermaster Corps, United States Army, Washington, D. C., as prescribed by Army Regulations; but when subsistence stores are sold by the Army to the Marine Corps, on invoices with certified money values, such stores become the property of the Marine Corps, and returns therefor will be rendered to the Quartermaster.

17-37

(1) *Property held by guards.*—The following procedure in accounting for public property in the possession of guards at Marine Corps posts and stations will obtain:

(2) *Preparation of property list.*—A list of all articles on hand and in use by the guard will be prepared by the post quartermaster, which will bear the signed indorsement of the commanding officer to the effect that any change therein

will only be made by the post quartermaster, and any change in the list not initialed by the accountable officer will be unauthorized.

(3) *Location of list.*—This list will be placed in a glass-covered frame and kept in a convenient place in the guard room.

(4) *Receipt of sergeant of the guard.*—Sergeants of the guard in receipting for property on charge will make entry in the guard report book in the following manner:

"Property on charge correct," or, in case of discrepancy, "Property on charge correct with following exceptions" (naming missing articles), such entry to be properly signed.

(5) *Responsibility for discrepancy.*—In case of a discrepancy being noted by a sergeant of the guard receipting for the property, the responsibility therefor will rest with the sergeant turning over the property.

ARMS AND ACCOUTERMENTS

17-51

Requisitions for.—Arms and accouterments needed at posts or by detachments on ships will be procured by requisition upon the nearest depot quartermaster having the same in charge, the requisitions to be approved by the commanding officers. The column entitled "Total on hand serviceable" must be filled in before the requisition is forwarded.

17-52

Ammunition.—There shall be kept on hand at all Marine Corps posts, and at all powder magazines and radio stations where marines are stationed, not less than 100 rounds caliber .30 ball ammunition per man, of authorized strength. This does not contemplate the reduction of the ammunition reserve at any post where a larger amount has been or may be specifically designated. Commanding officers should maintain a larger reserve where military considerations require.

17-53

Accouterments will be marked in black with the name of the man to whom issued, using marking machine, stencil, or stamp, the letters to be either three-sixteenths inch or one-quarter inch high and similar in style to the following sample:

J. T. SMITH

Haversacks and pack carriers will be marked inside the flaps, canteen covers on the bottoms, and belts inside the loops. In case of reissue the first name will be blocked out and the new name marked immediately below.

17–54

When a detachment is ordered to a vessel it will, when practicable, be armed and equipped at the post from which detailed, and the arms and accouterments must be in good condition. The officer or noncommissioned officer commanding the detachment will receipt for the property in the hands of the detachment or delivered to him by the officer making the transfer. (See arts. 17–17 and 22–8.) When time will permit, the receiving officer or noncommissioned officer should immediately actually count the articles received. He is accountable for all articles for which he receipts.

17–55

Gratuitous issues of gun oil, white & khaki blanco, laundry soap (fresh-water), salt-water soap, russet-leather shoe polish, and russet-leather cleaner will be made as follows:

(1) These articles, except salt-water soap, will be obtained by quartermasters from the nearest depot of supplies and issued in bulk to organization commanders upon requisition, and by them issued to the enlisted men of their organization in such quantities as may be prescribed in allowance tables or as directed by the commanding officer, depending upon service conditions. These articles will be used only for the cleaning and preservation of Government property. Government equipment will be washed only when absolutely necessary, and then by direction of the organization commander.

(2) Salt-water soap may be obtained upon invoices from naval supply officers and will be issued only on expeditionary duty while on board ship or while ashore where fresh water is not obtainable. The quantity issued to individual men will be governed by the commanding officer. Under no circumstances will Government equipment be washed with salt-water soap.

17–56

Record of serial numbers.—A complete record will be kept at all depots, posts, and on board ships, of the serial numbers of rifles, revolvers, pistols, machine guns, field and other guns, gun mounts, and gun carriages, radio sets, shotguns, etc., in use and in store. When such articles, except rifles, revolvers, pistols, and shotguns, are transferred, the numbers will be stated on invoices and receipts.

17–57

Storage of equipment on board ship.—Pack carriers, haversacks, canteens, intrenching tools, and woven cartridge belts may be kept in the storeroom on board ship, and put in the hands of the men when occasion requires. The money value of equipment will not be charged against the pay accounts of the men unless lost or destroyed by their fault or neglect, in which case action will be taken in accordance with the provisions of art. 17–22.

17–58

Change of flagship.—When there is a change of flagships of the same fleet, the articles authorized for flagships only, such as buff and khaki color slings, battalion flags, storm flags and halliards, field telephone and heliograph outfits, sterilizers, and carpenter tools, will, when practicable, be transferred to the new flagship.

17–59

Small-arms ammunition required by marine detachments serving on board ships is supplied by the Navy.

17–60

Empty cartridge cases, rifle, pistol, and revolver, and brass clips pertaining to small-arms ammunition, accruing from target practice in the Marine Corps, will be carefully preserved and disposed of as directed by the Quartermaster, United States Marine Corps, from time to time. When empty cartridge cases are packed for shipment, they will be carefully inspected by an officer, in order to guard against live cartridges being packed with empty cartridge cases. A certificate of inspection accomplished by the inspecting officer will invariably be packed in each box in which cartridge cases are shipped. The decapping and cleaning of empty cartridge cases are not required.

17–61

Clothing bags, belts, and waist plates.—Each enlisted man will be issued one clothing bag, one dress belt, one russet belt with buckle, and one waist plate for dress belt. These articles will remain the property of the Government and will be issued and accounted for in the same manner as prescribed for Infantry equipment in articles 17–62 to 17–67, except that they will be shown on Form N. M. C. 782 (a). The receipts must show whether the bag is "new" or "serviceable" when issued. Clothing bags will be marked with the name of the man to whom issued, on the tag stitched to the bag, and will not be otherwise marked or mutilated. When turned in they will be sterilized before reissue. Used clothing bags needing and warranting repairs should be shipped to the nearest depot of supplies when it is impracticable to make such repairs at the post, ship, or station. Those that become worn out before the discharge of the men to whom issued should be exchanged and brought before a board of survey in the same manner as other Government property. (C. M. C. M. 4.)

INDIVIDUAL EQUIPMENT

17–62

Issue of equipment.—Rifle and pistol equipment will be issued to enlisted men as specified in article 17–63, except men on duty at headquarters Marine Corps and any of the staff offices, men on recruiting duty, and members of the marine band, and except as otherwise provided in Organization Tables. (C. M. C. M. 5.)

17–63

(C. M. C. M. 5)

(1) *Rifle equipment* as follows will be issued to all enlisted men under instruction at recruit depots, upon going on the range or upon transfer before going on the range, and to all other enlisted men of the rank of sergeant and below, except field musicians, men enlisted for band duty only, and men enumerated in article 17–62:

(*a*) Rifle, Springfield, caliber .30. (See art. 5–51.)
    Bayonet for.
    Brush and thong for.
    Case, oiler, and thong for.
    Cover, front, sight, for
    Scabbard, bayonet, for.
    Sling for.

(*b*) Belt, cartridge, rifle.
  Can, meat.
  Canteen.
  Carrier, pack (haversack).
  Cover, canteen.
  Cup, canteen.
  Fork, haversack.
  Haversack.
  Knife, haversack.
  Package, first-aid.
  Poncho.
  Pouch, first-aid.
  Pouch, meat can (haversack).
  Spoon, haversack.

(2) In addition, each man armed with the rifle of marine detachments afloat and the funeral escort, marine barracks, Washington, D. C., is authorized one bayonet scabbard, model 1910 (to be blancoed white), one dress slide for bayonet scabbard, and one russet slide for bayonet scabbard, these articles to be issued on memorandum receipt in accordance with article 17–72.

(3) *Pistol equipment* will be issued to all noncommissioned officers of the rank of staff sergeant and above, except as enumerated in article 17–62, to members of post and regimental bands, and to field musicians, as listed in paragraph (1), (b), but substituting the web pistol belt for the rifle cartridge belt and, in the case of noncommissioned officers of the first grade, issuing the officers' type haversack and pistol-belt suspenders in place of the haversack and pack carrier.

(4) *Trumpet equipment.*—In addition, field musicians will be permanently issued a trumpet, a dress trumpet sling, a field trumpet sling, and two trumpet-sling hooks,

17-64

To be retained throughout enlistment.—All men having once been issued this equipment will retain it in their possession until discharged, except that men transferred from foreign shore stations and from ships outside the continental limits of the United States to naval hospitals in the United States, upon report of medical survey, men transferred to the Army and Navy General Hospital, Hot Springs, Ark., the Fitzsimmons General Hospital, Denver, Colo., or to St. Elizabeths Hospital, Washington, D. C., and men transferred to duty at Headquarters of the Marine Corps (except Navy Bldg [illegible]) or one of the staff offices, or to recruiting duty, will be required to turn in the equipment at the time of transfer. When a man serving on board ship in the United States is transferred to a naval hospital, his equipment will be turned in and transferred to the post quartermaster at the marine barracks to which the man's staff returns are sent, the invoice to be marked with his name so that the equipment may be reissued to him on reporting for duty.

17-65

Procedure to be followed in issuing.—When the equipment is issued a receipt therefor will be taken from the man to whom the issue is made, on Form N. M. C. 782, in quadruplicate, and the articles issued will be dropped from the property account. The original receipt and the duplicate thereof will be pasted in the man's service-record book, the triplicate will be given a voucher number and forwarded to the Quartermaster as a voucher to the property account, and the quadruplicate will be used as the retained copy of the voucher. Where the number of such issues warrants it, they should be abstracted, either weekly or every two weeks, using the abstract as a voucher to the property account, and the receipts as subvouchers to the abstract. When it is impracticable to issue at one time the complete outfit of equipment listed on Form N. M. C. 782, the name of each article not issued will be struck off the form, such change to be signed and dated by the officer authorizing it, and subsequently, when the article so struck off is issued, it will be added to the form and the addition initialed by the man concerned. Articles thus added will be expended from the property account by certificate.

(See article 5-51)

17-66

Replacements.—In case of loss or destruction of any part of the equipment issued to a man, the article lost or destroyed will be replaced by the issue of a like article, but no change in the receipt for the equipment will be made on account of such replacement. If the loss is one for which the man is responsible, it will be charged against his pay and the transaction covered by a statement of charges; but if it is one for which he is not responsible or for which he declines to acknowledge responsibility, a survey will be requested. When any part of the equipment becomes unserviceable it will be replaced by exchange.

17–67

Turning in equipment.—When a man is to be discharged, or is required to turn in his equipment for any other reason, the original and duplicate of his receipt therefor (Form N. M. C. 782) will be detached from his service-record book and turned over by his immediate commanding officer, together with the property, to the accountable officer, who will accomplish the receipt at the bottom of the form and take up the equipment on his property account. The receipt will be given a voucher number, the original forwarded to the Quartermaster as a voucher to the property account of the accountable officer, and the duplicate filed as a retained copy of the voucher. Where the number of sets of equipment turned in warrants it, the property so received should be abstracted in the same manner as prescribed herein for equipment issued. When a man dies or deserts it will be the duty of his immediate commanding officer to see that his equipment, together with the receipts therefor, is turned in to the accountable officer, who will take it up on his property account as provided herein.

17–68

Disposition of equipment of men transferred to hospital.—Upon the transfer of an enlisted man to a hospital, when his staff returns are retained at the post or station from which transferred, his immediate commanding officer will detach the Forms N. M. C. 782 from his service-record book and turn them over, together with the equipment, to the accountable officer, who will mark the equipment and keep it in store until the man's discharge from the hospital, when it will be returned to him and the Forms N. M. C. 782 repasted in his service-record book. Where the transfer to a hospital involves a transfer of the man's staff returns the procedure prescribed in art. 17–64 to be followed in cases of men transferred from ships in the United States to a hospital will apply.

17–69

Inspection and care of rifles.—Officers are cautioned as to the necessity of frequently inspecting the arms and equipment of men whose duties do not provide for their presence at the usual routine inspections. Bores of rifles will be habitually kept coated with a thin coating of light oil. The use of emery powder or any polishing or abrasive material in cleaning the rifle is forbidden.

17–70

Rifle, number of.—The number of the rifle issued each man will be entered in his service-record book.

17–71

Price list.—The price list of clothing, equipment, etc., is published annually in Marine Corps Orders.

17–72

Slides for belts.—Pistol holsters and bayonet scabbard slides for dress belts and russet belts will be issued on memorandum receipt when the duty to be performed requires the use of them. They will not be entered on Form N. M. C. 782–QM.

Athletic Apparatus

17–81

Instructions regarding the procurement and supply of athletic apparatus and supplies will be published in Marine Corps Orders.

Band Instruments

17–82

(1) There will be furnished by the Quartermaster's Department, upon requisition, to all duly authorized bands of the Marine Corps, such instruments as the Major General Commandant may deem necessary for the proper instrumentation of the bands requiring them, also music stands, drum major's batons, complete, and leader's batons.

(2) In making requisitions for band instruments the number and kind on hand and their condition should be noted thereon. When any instrument has become unserviceable it will be placed before a board of survey; and if it can be repaired locally, the board should give an estimate of the cost. If it can not be repaired locally, the board should so state and should recommend that it be shipped to the post quartermaster, marine barracks, Washington, D. C., and all papers in the case forwarded to the Quartermaster, who will determine the disposition to be made of same.

(3) The following instrumentation of Marine Corps bands is prescribed:

POST BANDS

1 Flute.
1 Piccolo.
1 Oboe.
2 Eb clarinets.
2 Solo Bb clarinets.
4 First Bb clarinets.
4 Second Bb clarinets.
3 Third Bb clarinets (or 2 third Bb clarinets and 1 bass saxophone).
1 Soprano saxophone.
1 Alto saxophone.
1 Tenor saxophone.
1 Baritone saxophone.
1 Bassoon.
2 Solo Bb cornets.
2 First Bb Cornets.

POST BANDS—continued

1 Second Bb cornet.
1 Third Bb cornet.
1 First Bb trumpet.
1 Second Bb trumpet.
4 French horns (or altos).
2 Baritones.
4 Trombones (slide or valve).
1 Eb tuba (bass).
2 BBb tubas (helicons for marching).
2 Snare drums (or 1 snare drum and 1 tympani).
1 Bass drum.
1 Cymbal.
—
48

REGIMENTAL BANDS

1 Flute and piccolo.
1 Eb clarinet.
2 First Bb clarinets.
2 Second Bb clarinets.
1 Alto saxophone.
1 Tenor saxophone.
1 Solo Bb cornet.
1 First Bb cornet.
2 Third and fourth clarinets.
2 Second Bb cornets.

REGIMENTAL BANDS—continued

2 Third and fourth cornets.
3 Eb altos.
3 Trombones.
1 Baritone.
1 Eb tuba (bass).
1 BBb tuba (bass).
1 Snare drum.
1 Bass drum and cymbals.
—
27

In addition one instrument of the list will be supplied the leader, to be the one which he plays. (C. M. C. M. 1.)

BOATS

17–83

Requests for articles or parts for motor sailers, cutters, launches, or other boats should be submitted to the Quartermaster by letter, in quadruplicate, and embody the following and any additional information necessary, viz (see art. 18–10):

(*a*) Bureau of Construction and Repair registry number, if any, of hull.

(*b*) Bureau of Steam Engineering number of engine or boiler, or both.

(*c*) Whether the material is required for immediate replacement of broken or worn-out parts or for stock, stating:

1. If for replacement, the condition of the material to be replaced, statement of condition to be explicit, showing whether the material to be replaced is worn out, broken beyond repair, or capable of being repaired (in describing the condition of material, the use of the word "unserviceable" to be avoided).
2. If for stock, the estimated period for which required.
3. The number of issues of like material during the preceding six months.
4. The quantities on hand of articles or parts for which request is made.
5. If material is required both for replacement and stock, items for replacement to be clearly distinguished from those required for stock.
6. Whether condition of material to be replaced is due to normal wear, accident, or other unusual cause.

(*d*) Correspondence in connection with boats should contain the data specified in paragraphs (*a*) and (*b*) and any other information necessary.

(*e*) For instructions regarding surveys on boats and machinery pertaining thereto see article 17–126 (4) and 17–134.

17-72

Slides for belts.—Pistol holster and bayonet scabbard slides for dress belts and russet belts will be issued on memorandum receipt when the duty to be performed requires the use of them. They will not be entered on Form N. M. C. 782-QM.

ATHLETIC APPARATUS

17-81

Instructions regarding the procurement and supply of athletic apparatus and supplies will be published in Marine Corps Orders.

BAND INSTRUMENTS

17-82

(1) There will be furnished by the Quartermaster's Department, upon requisition, to all duly authorized bands of the Marine Corps, such instruments as the Major General Commandant may deem necessary for the proper instrumentation of the bands requiring them, also music stands, drum major's batons, complete, and leader's batons.

(2) In making requisitions for band instruments the number and kind on hand and their condition should be noted thereon. When any instrument has become unserviceable it will be placed before a board of survey; and if it can be repaired locally, the board should give an estimate of the cost. If it can not be repaired locally, the board should so state and should recommend that it be shipped to the post quartermaster, marine barracks, Washington, D. C., and all papers in the case forwarded to the Quartermaster, who will determine the disposition to be made of same.

BOATS

17-83

Requests for articles or parts for motor sailers, cutters, launches, or other boats should be submitted to the Quartermaster by letter, in quadruplicate, and embody the following and any additional information necessary, viz (see art. 18-10):

(*a*) Bureau of Construction and Repair registry number, if any, of hull.
(*b*) Bureau of Steam Engineering number of engine or boiler, or both.
(*c*) Whether the material is required for immediate replacement of broken or worn-out parts or for stock, stating:

1. If for replacement, the condition of the material to be replaced, statement of condition to be explicit, showing whether the material to be replaced is worn out, broken beyond repair, or capable of being repaired (in describing the condition of material, the use of the word "unserviceable" to be avoided);
2. If for stock, the estimated period for which required;

3. The number of issues of like material during the preceding six months;

4. The quantities on hand of articles or parts for which request is made;

5. If material is required both for replacement and stock, items for replacement to be clearly distinguished from those required for stock;

6. Whether condition of material to be replaced is due to normal wear, accident, or other unusual cause.

(*d*) Correspondence in connection with boats should contain the data specified in paragraphs (*a*) and (*b*), and any other information necessary.

(*e*) For instructions regarding surveys on boats and machinery pertaining thereto see article 17–126 (4) and 17–134.

NAVAL ORDNANCE

17–84

How accounted for.—All ordnance, material, and equipment purchased from the appropriation "Ordnance and Ordnance Stores, Navy," or issued by the United States Navy, for use of the Marine Corps, will be taken up on the Marine Corps property return and accounted for in the same manner as Marine Corps property.

17–85

When guns, gun mounts, gun carriages, gun sights, machine guns and rifles, mines, torpedoes, powder, projectiles, mine and torpedo charges, boats, motor vehicles, engines, radio sets, range finders, telescopes, field glasses or binoculars, compasses, and similar articles are transferred, the serial number, model, mark or type, index (in the case of ammunition and mine and torpedo charges), unit cost, and date of purchase (if known), and any other information necessary to identify the article will be entered on the invoice and receipt. This information will also be entered on reports of survey on property of this class and on requisitions for spare parts. (See art. 18–10.) When property of this kind is received and the description called for in this paragraph does not appear on the invoice or bill the receiving officer will have it entered thereon. A complete record showing the above-mentioned data will be kept at all posts and stations where property of this kind is on hand or in use.

17–86

In case the ordnance allowance lists do not accord with the material furnished the station, the Bureau of Ordnance should be notified concerning the discrepancies.

17–87

Requisitions for spare parts.—When spare parts, etc., are required for use in connection with Navy guns, etc., a requisition, Form S. & A. 76, should be submitted to the Bureau of Ordnance, and forwarded through the designated sup-

NAVAL ORDNANCE

17–84

How accounted for.—All ordnance, material, and equipment purchased from the appropriation "Ordnance and Ordnance Stores, Navy," or issued by the United States Navy, for use of the Marine Corps, will be taken up on the Marine Corps property return and accounted for in the same manner as Marine Corps property.

17–85

When guns, gun mounts, gun carriages, gun sights, machine guns and rifles, mines, torpedoes, powder, projectiles, mine and torpedo charges, boats, motor vehicles, engines, radio sets, range finders, telescopes, field glasses or binoculars, compasses, and similar articles are transferred, the serial number, model, mark or type, index (in the case of ammunition and mine and torpedo charges), unit cost, and date of purchase (if known), and any other information necessary to identify the article will be entered on the invoice and receipt. This information will also be entered on reports of survey on property of this class and on requisitions for spare parts. (See art. 18–10.) When property of this kind is received and the description called for in this paragraph does not appear on the invoice or bill the receiving officer will have it entered thereon. A complete record showing the above-mentioned data will be kept at all posts and stations where property of this kind is on hand or in use.

17–86

In case the ordnance allowance lists do not accord with the material furnished the station, the Bureau of Ordnance should be notified concerning the discrepancies.

17–87

Requisitions.—When spare parts, etc., are required for use in connection with Navy guns, etc., a requisition, Form S. & A. 76, will be submitted to the Bureau of Ordnance, and forwarded through the designated supply yard for the purpose of having the supply officer indicate thereon whether the supplies required are on hand in stock available for issue. The number of copies of Form S. & A. 76 which should be forwarded are one white, four blue, and one yellow; an additional blue copy should be made and retained for the files of the officer submitting the requisition. The nomenclature in the ordnance allowance lists will be used, and drawing and piece numbers quoted. The same procedure will be followed when any other material referred to in article 17–84, except ammunition, is required. All requisitions for articles not included in allowance lists, or which are in excess of the allowance, will be designated "in excess" and will be forwarded to the Bureau of Ordnance via the Major General Commandant. Ordnance requisition blanks may be obtained from the nearest supply officer. Ammunition will not be called for on requisition forms, but will be obtained by means of request by letter to the Bureau of Ordnance forwarded through the Quartermaster. (C. M. C. M. 1.)

17–88

Surveys on Navy property will be held in the same manner as those on Marine Corps property, and the same forms will be used, but in its recommendations regarding the disposition of ordnance, boats, and other articles which by their character can be readily identified as Navy property, the board will be guided, so far as possible, by Navy Regulations on the subject. As soon as a survey has been approved by the convening authority, if it includes material listed in the allowance book, a requisition to replace this material should be submitted without delay, notation being made on such requisition of the date of survey.

17–89

(1) ***Reports.***—Accountable officers having ordnance, ordnance equipment, ammunition, and explosives in their charge, regardless of whether such material is Navy property or not, will prepare and render the reports called for in section 23, chapter 54, Navy Regulations, under the heading "Prepared by gunnery officer afloat," except those required to be prepared by that officer for rendition to the Bureau of Supplies and Accounts. These reports will be rendered on Bureau of Ordnance forms provided for the purpose, which will be obtained direct from the bureau on requisition prepared on Form N., Ord. 1. These requirements do not apply to rifles, pistols, automatic rifles, and machine guns which are not Navy property, and to equipment pertaining thereto, nor to small-arms ammunition. Consequently no entries will be made on the ordnance equipment card (Form N., Ord. 70) opposite the items rifles for Infantry; accouterments, landing force (complete); pistols, automatic, Colt, .45 caliber; shotguns; machine guns; and mounts, machine gun; unless such articles belonging to the Navy are on hand. (C. M. C. M. 1.)

(2) When any ordnance material is received, on which the reports prescribed in the preceding paragraph are required to be made, a report thereof prepared on the prescribed forms will be promptly forwarded to the Bureau of Ordnance. When any such material is transferred, the proper ordnance card covering it will be fowarded to the officer to whom the transfer is made. (C. M. C. M. 1.)

17–90

(1) ***Care and handling.***—The instructions contained in the Bureau of Ordnance Manual regarding the use, care, and handling of ordnance, ordnance equipment, ammunition, and explosives, and all other instructions issued by the Bureau of Ordnance on the subject, will be strictly observed by all officers and men in charge of or handling such material. Commanding officers of posts where such material is on hand will enforce compliance with this requirement. (C. M. C. M. 1.)

ply yard for the purpose of having the supply officer indicate thereon whether the supplies required are on hand in stock available for issue. The number of copies of Form S. & A. 76 which should be forwarded are one white, four blue, and one yellow; an additional blue copy should be made and retained for the files of the officer submitting the requisition. The nomenclature in the ordnance allowance lists will be used, and drawing and piece numbers quoted. The same procedure will be followed when any other material referred to in article 17-84 is required. All requisitions for articles not included in allowance lists, or which are in excess of the yearly allowance, will be designated "in excess" and will be forwarded to the Bureau of Ordnance via the Major General Commandant. Ordnance requisition blanks may be obtained from the nearest supply officer.

17-88

Surveys on Navy property will be held in the same manner as those on Marine Corps property, and the same forms will be used, but in its recommendations regarding the disposition of ordnance, boats, and other articles which by their character can be readily identified as Navy property, the board will be guided, so far as possible, by Navy Regulations on the subject. As soon as a survey has been approved by the convening authority, if it includes material listed in the allowance book, a requisition to replace this material should be submitted without delay, notation being made on such requisition of the date of survey.

17-89

Accounting for ordnance material, forms for.—To facilitate accounting for ordnance material the Bureau of Ordnance issues the following forms:

(*a*) No. 39. Gun card: List of guns on hand. To be forwarded to the Bureau of Ordnance annually, July 1, or when changes occur.

(*b*) No. 40. Mount card: List of gun mounts on hand. To be forwarded to the Bureau of Ordnance annually, July 1, or when changes occur.

(*c*) No. 41 and 41a. Powder card: To be made in triplicate annually, July 1, or when changes occur. The original to be forwarded to the Bureau of Ordnance and one copy to be forwarded to the Quartermaster.

(*d*) No. 42 and 42a. Projectiles and ammunition card: To be made in triplicate annually, July 1, or when changes occur. The original to be forwarded to the Bureau of Ordnance and one copy to be forwarded to the Quartermaster.

(*e*) No. 50. Wrecking-charge card: To be forwarded to the Bureau of Ordnance annually, July 1, or when changes occur.

(*f*) No. 51a and 51b. Fire-control card: To be forwarded to the Bureau of Ordnance annually, July 1, or when changes occur.

(*g*) No. 67 and 67a. Smokeless-powder test cards: Heat surveillance and violet-paper test. To be made in triplicate semiannually, or when occasion arises, in accordance with Navy Regulations. The original to be forwarded to the Bureau of Ordnance and one copy to the Quartermaster. Not required to be submitted monthly, unless tests show below 60 days, when such cards will be rendered in accordance with Navy Regulations.

(*h*) No. 70 (revised). Ordnance-equipment card: To be made in triplicate annually, July 1, or when changes occur. The original to be forwarded to the Bureau of Ordnance and one copy to the Quartermaster.

(*i*) No. 70a and 70b. Ammunition expended during fiscal year card: To be made in triplicate annually, July 1. The original to be forwarded to the Bureau of Ordnance and one copy to the Quartermaster.

(*j*) No. 157. List of ordnance material replaced: Annually, July 1, in duplicate, to Bureau of Ordnance direct and one copy to the Quartermaster.

(*k*) No. 159. Report of confidential publications: To be forwarded to the Bureau of Ordnance annually, January 1.

(*l*) Full instructions concerning the methods of filling in these cards are printed on the back of each card. If these cards can not be obtained from the nearest supply officer they may be obtained upon requisition to the Bureau of Ordnance. Forms 70, 70a, 70b, 157, and 159 are required in addition to the Navy ordnance forms now being submitted to the Department.

17–90

When Navy ordnance is received, cards in triplicate will immediately be prepared for each class of articles of ordnance, one copy to be retained and two copies forwarded to the Bureau of Ordnance, except Forms 41, 41a, 42, 42a, 67, 67a, 70, 70a, 70b, and 157, which will be prepared as indicated in the foregoing paragraph. When material is transferred, a card for such material transferred will be forwarded therewith.

RADIO EQUIPMENT

17–91

In order that a complete record of all radio equipment may be kept in the office of the Quartermaster, the record cards therefor shall be prepared in duplicate by the officer accountable for each radio set, the original to be forwarded to the Quartermaster and the duplicate retained by the officer accountable. When radio equipment is transferred, the duplicate card will accompany the invoice.

(2) ***Empty cartridge cases*** (other than small-arms cartridge cases), ammunition boxes, and powder tanks will be handled and stored with care and will be turned in to a naval ammunition depot as soon as a sufficient quantity of them to warrant shipment accumulates. To prevent deformation, cartridge cases still hot from firing will not be roughly handled, and those of the larger sizes will not be laid on their sides. As soon as practicable they will be decapped, thoroughly washed with hot water and soap, carefully dried, and repacked in the boxes in which they were supplied. (C. M. C. M. 1.)

(3) ***Disposition of ammunition and explosives.***—Instructions received from the Bureau of Ordnance regarding the disposition of ammunition and explosives will be promptly complied with. When such instructions direct that any of the ammunition or explosives on hand at a post be destroyed or thrown overboard, a certified copy of the bureau's letter or dispatch, bearing a certificate of the accountable officer concerned that the material has been disposed of as directed, will be a sufficient property account voucher to cover the expenditure. It is not necessary to hold a survey on the material so disposed of, unless there is reason to believe that its condition was due to neglect or carelessness, in which case the commanding officer will take steps to have a board of survey determine responsibility after the material has been disposed of as directed by the bureau. (C. M. C. M. 1.)

RADIO EQUIPMENT

17–91

In order that a complete record of all radio equipment may be kept in the office of the Quartermaster, the record cards therefor shall be prepared in duplicate by the officer accountable for each radio set, the original to be forwarded to the Quartermaster and the duplicate retained by the officer accountable. When radio equipment is transferred, the duplicate card will accompany the invoice.

17-92

Upon transfer of radio equipment, the Quartermaster shall immediately be advised, BY LETTER, by the invoicing officer, giving the type (whether Navy field, Army pack, tractor, etc., with capacity in kilowatts), type letter and number, and Marine Corps and manufacturers' numbers, and any other necessary information. All available information shall be furnished when requesting spare parts and surveys. (See art. 18-10.)

17-93

Radio equipment will be taken up on the Marine Corps property account as RADIO SET (field, pack, or tractor), NAVY (or ARMY) type, letter, and number (or model), power (in watts or kilowatts).

STATIONERY

17-94

The allowances of stationery, books, etc., for use at the different posts and recruiting offices of the corps, and by detachments of vessels, are published in Marine Corps Orders. Officers when relieved will transfer office stationery to their successors.

17-95

Stationery for courts and boards will be furnished by post quartermasters on requisition of the judge advocate or recorder, approved by the presiding officer. All stationery remaining unused after the adjournment of a court or board will be returned to the officer from whom obtained. (C. M. C. M. 2.)

17-96

Requisitions for stationery will not exceed the quantities specified in the allowance table, and where the allowance of any article is in excess of the requirements the full allowance will not be required for. When the allowance in any case proves insufficient, a detailed report, with supplementary requisition, will be transmitted to the Quartermaster.

17-97

Blank forms will be procured and handled as provided in article 30-98. (C. M C. M. 1 and 2.)

TYPEWRITERS AND COMPUTING MACHINES

17-101

The following instructions will govern, in all cases, the purchase, repair, or exchange of typewriting or computing machines belonging to the Marine Corps, under the provisions of the Naval Act approved August 22, 1912, which provides: "That hereafter worn-out typewriting and computing machines for the Naval Establishment may be exchanged as a part of the purchase price of new ones."

17–102

Purchase.—Requisitions for the purchase or exchange of, or repairs to, all typewriters and computing machines shall be submitted to the Quartermaster for approval. Such requisitions shall not include other items and should be prepared in the same manner as other requisitions for services or supplies. They shall show on the face thereof date of purchase, the make, model, and serial number of the machine, and unless impracticable they shall be accompanied by a written estimate from the nearest typewriter or computing-machine agency as to the cost of repairs.

17–103

Typewriting and computing machines shall not be purchased, exchanged, or issued from store until the requisition therefor has been approved by the Quartermaster.

17–104

Typewriters will not be exchanged that have been used less than three years. The Navy Department has taken the attitude that machines do not as a rule require repairs during the first three years of use, and looks with disfavor upon requisitions for repairs to typewriters which have not been in use for this length of time.

17–105

Shipment.—In packing typewriters for shipment, care should be exercised to see that the carriage is properly tied, ribbon spool fastened down, back spacer tied, and that the machine is securely fastened to the bottom of the box by means of four screws. In order to fasten the typewriter in this manner it will be necessary to take off the four rubber feet and pack them separately. When practicable, the typewriter should be shipped in the regular wooden shipping cases provided by the typewriter company, but whenever it is impracticable to do this the case should be constructed out of suitable material so that it will conform as nearly as possible to the size and width of the cases furnished by the typewriter company. (See also art. 17–32.)

17–106

Care of typewriters.—The following instructions shall be closely followed in the supervision and care of typewriters.

(*a*) When not in use the typewriter will be kept covered and *securely fastened*, and protected so that it will not be displaced and thereby broken or damaged.

(*b*) Each morning, before using, the type will be cleaned, the machine carefully dusted, and cross rods on which the carriage slides rubbed with an oily cloth.

(*c*) Once a week the machine will be thoroughly oiled in all its bearings, except the type-bar slots. Oil will not be put in the latter, and care will be exercised not to brush dirt or erasures into same, since it is essential that the type-bar slots be kept perfectly clean.

(*d*) Every week a little oil will be put on the spacing rack where it engages with the dogs. This will make the machine run with more ease.

BOARDS OF SURVEY

17–111

When ordered.—At shore stations where damage or deficiency is discovered in Government property belonging to the Marine Corps, in use or in store, arising from any cause, a board of survey will be requested by the accountable officer. Obsolete property will be surveyed as soon as possible. All kinds of property, except furniture, subsistence stores, and boats, may appear on the same request and report of board of survey. motor vehicles

17–112

In order to relieve an officer from liability, or to determine responsibility on account of Government property that has become damaged, it must, before being disposed of by sale or turned in for repairs, be examined by a board of survey. (See art. 22–32.)

17–113

By whom ordered.—Boards of survey on shore are ordered by the Major General Commandant, brigade commanders, regimental commander, separate battalion commanders, commanding officers of Marine Corps posts, and commanding officers of expeditionary forces. At Marine Corps posts where there is no commissioned marine officer, or where the commanding marine officer is the accountable officer, such boards should be ordered by the commandant of the station or, where there is no commandant, by the senior officer present. They will be composed of from one to three commissioned officers, depending upon the value of the articles to be surveyed or the importance of the questions involved. Officers who are interested in or responsible for the property will not be detailed as members of a board. In case the property in question has been previously acted upon by a board of survey, the officer asking for the board will so state and, if possible, attach a copy of the report of the previous board.

17–114

Applications for surveys upon articles belonging to the Marine Corps on board ship must be made by the officer having charge of the same to the commanding officer of the ship, who is authorized to appoint the board.

17-115

Duties.—A board of survey must fully investigate all matters submitted to it. It will call for all evidence obtainable and will not limit its inquiries to proofs or statements presented by parties in interest. It will rigidly scrutinize the evidence, especially in cases of alleged theft or embezzlement, and will not recommend the relief of officers or enlisted men from responsibility unless fully satisfied that those charged with the care of the property have performed their whole duty in regard to it.

17-116

Reports of boards of survey should be clearly and definitely written out, each article surveyed being referred to in detail, and the cause and origin of the damage or deficiency, if any, and the reason for the property being recommended for sale, or otherwise disposed of, should be clearly and plainly stated.

17-117

Terms and phrases used.—The following terms and phrases shall be used in reports of boards of survey:

Condition	Recommendation
Serviceable	To be turned in to store for issue. To be turned in to store for issue at reduced cost, stating same. To be retained or for use.
Needing and warranting repairs	To be repaired, stating probable cost.
Unserviceable for original purpose, serviceable for Government use (stating it).	For use as may be required.
Obsolete	To be sold. To be issued for use for (any purpose, stating it).
Unserviceable in present form or in part	To the dump, For firewood: For unserviceable parts, if of no commercial value. Use for any purpose (stating it)—for serviceable parts.
In excess of Government requirements	To be sold. To be transferred to some other station.
Unserviceable for Government use	To be sold.
Totally unserviceable	To the dump; To be destroyed—burned, buried, thrown overboard: If of no commercial value.
	Miscellaneous recommendations
	To be transferred to some other station for (stating purpose). To be used for repairs to other articles. To be replaced at an estimated cost of (stating it).

17-118

When Government property, of whatever kind, is condemned by a board of survey and found to be totally unserviceable, the recommendation should be made that it be disposed of at public auction, unless it is of absolutely no money value, in which event the board should recommend that it be destroyed or otherwise disposed of, and a notation made on the survey that the articles have no money value.

17–119

When an article condemned, and its disposition provided for, is to be replaced, the recommendation of the board should include that statement, together with an estimate of cost.

17–120

National flags.—Whenever, in the opinion of a board of survey, a national flag, silken or bunting color, has become totally unserviceable and can not be repaired, the recommendation should be that it be retained for repairs to other flags, or destroyed by burning. A national color should never be sold at auction or used for cleaning purposes.

17–121

(1) *Clothing.*—Boards of survey will not recommend that any clothing condemned as "unfit for issue" be turned in to a depot quartermaster. Other property which may, by repairs, be made serviceable again should be turned in to a depot for that purpose, if repairs can not be made at the post.

(2) When, in the opinion of a board of survey, clothing but slightly damaged can be more advantageously disposed of by issuing it at a reduced price than at a sale at public auction, the board may so recommend, at the same time establishing the prices to be charged for the articles, according to the extent of the damage. Issues of this kind are to be receipted for by the men to whom such issues are made, and charged to their clothing account.

(3) When clothing is issued in conformity with the above paragraph, the following notation shall be made on the issue slip: "Reduced, B. S. (and give date of the survey)," viz: Reduced, B. S. 10–3–15.

17–122

Rifles.—A board of survey should never recommend that a rifle be sold or consigned "to the dump." Complete spare parts for repairs are furnished by the Quartermaster's Department and should be obtained and kept in store for the purpose, and if not available, the rifle should be turned in to a depot quartermaster for the repairs required.

17–123

Crockery and glassware lost, destroyed, or rendered unserviceable through causes other than carelessness, the value of which does not exceed the prescribed allowance per quarter of the total money value of the allowance of such articles for the average strength of the command during the quarter, or fractional part thereof, may be expended from the returns on the certificate of the accountable officer, approved by the commanding officer, that the loss, destruction, etc., occurred in actual service. This certificate must show the average strength for the period covered and accompany the return as a voucher. The allowance for loss or breakage is on the total money value of the articles rather than on the percentage of each article, which allowance will not be considered as cumulative, but must be expended only during the accounting period in which such loss occurs. A board of survey can not recommend disposal of another amount in excess of this prescribed allowance during the same accounting period unless it is clearly shown that the breakage was due to an accident, in which case the report should be accompanied by the affidavits of one or more persons cognizant of the facts or by certificate of a commissioned officer, or unless it is clearly shown that the crockery surveyed is cracked or chipped so as to render it insanitary, in which case the report should be accompanied by a certificate of a medical officer to that effect. Whenever crockery is surveyed it must be stated in the report of the board that same is in excess of the prescribed allowance for breakage. Dropping articles, including crockery and glassware, from the returns as soon as issued to the troops is unauthorized.

17–124

Articles lost or destroyed.—When articles are lost or destroyed and can not be produced for the action of the board, the latter shall diligently inquire into the reasons therefor and report the result on the face of the survey, fixing the responsibility when possible. The board may, if it so desires, require affidavits of enlisted men or certificates of officers cognizant of the facts, and when required they shall accompany the report of the board.

(*a*) When affidavits or certificates are required in connection with any loss of the above nature, they may be made before a commissioned officer or civil magistrate competent to administer oaths.

17–125

Report of board.—The proceedings of a board of survey will be prepared in triplicate and signed by each member who concurs in the findings. Should a member not concur, he will submit a signed minority report, to be embodied in the record immediately after the majority report. Except as hereinafter provided, the proceedings will then be submitted to the convening authority, who will forward same, in triplicate, with such comment or expression as he may desire to offer, to the Quartermaster, to the designated reviewing authority on remote stations, or through the brigade quartermaster to the brigade commander on expeditionary service, for final action. Upon receipt of the proceedings of boards of survey by officers empowered to take final action on same, such officers are not authorized to disregard the findings of boards in so far as pertain to responsibility for property lost or damaged, but such officers are empowered to direct the disposition to be made of property surveyed where it is deemed to the best interests of the Government to make other disposition than that recommended. In cases where the findings can not be approved, owing to nonconformity with law, regulations, or any other reasons, the report will be returned to the board for reconsideration, pointing out the matter of difference and, should the report be adhered to, the officers empowered to take final action can then disapprove the report of the board, thereby nullifying the proceedings. In such cases, the appointment of an additional board, or boards, is permissible, to which board, or boards, should be submitted the original report of the board which was disapproved.

(*a*) When surveys are ordered by the Major General Commandant, the report of the board, in triplicate, will be forwarded direct to the Quartermaster for final action.

17–126

(1) ***Approval of report.***—Upon approval by the Quartermaster, two copies of the report will be returned to the officer accountable for the property. The original, after the recommendations of the board have been carried out, will be accomplished at the bottom to show this action and then forwarded to the Quartermaster as a voucher to the property account. It is the intent of the preceding sentence to positively insure that each and every recommendation, should there be more than one, made by the board of survey, is carried into effect before the original is forwarded as a voucher to the property account. Upon approval by a designated reviewing officer who is empowered to act upon remote stations, other than a brigade commander on expeditionary service, the approving officer will forward one copy to the Quartermaster, Headquarters United States Marine Corps, Washington, D. C., and return the original and one copy of the proceedings to the accountable officer, who will, after disposing of the property as recommended and after carrying into effect any other approved recommendation of the board, accomplish the form at the bottom of the report in the manner outlined above and forward the original to the Quartermaster as a voucher to the property account.

(2) When surveys are ordered by a brigade commander on expeditionary service, the report of the board will be forwarded, in triplicate, to the brigade quartermaster, who will indorse thereon his recommendation and forward the report, in duplicate, to the brigade commander for final action. Upon approval by the brigade commander the original and one copy of the proceedings will be returned to the accountable officer, who will, except in cases of survey on motor vehicles, after disposing of the property as recommended, and after carrying into effect any other approved recommendation of the board, accomplish the form at the bottom of the report in the manner outlined above and forward the original to the Quartermaster, through the brigade quartermaster, as a voucher to the property account. The brigade quartermaster, before forwarding the original to the Quartermaster, will verify such original with a copy retained by him and cause note to be made on such original that the verification mentioned above has been made.

(3) At remote stations, and on board ships on foreign stations, the convening authority will act as the approving authority.

(4) Reports of boards of survey on boats, motor vehicles and machinery pertaining thereto, will be forwarded to the Quartermaster for final action in all cases.

17–127

Disposal of articles surveyed.—The Quartermaster or officer empowered to act on remote stations, upon receipt of report of a board of survey, will give such directions, subject to the provisions of article 17–125, for the final disposition of the surveyed property as the case may require, and no officer should drop such property from his return until he receives notice of the action taken; but on vessels at a distance, or at posts outside of the continental limits of the United States which are not in a brigade, when the total amount involved, figuring condemned articles at invoice prices, does not exceed $500, and when articles surveyed are found to be totally unserviceable, of no value, and occupy needed space, or require, by reason of their insanitary condition, immediate disposition, such as being thrown overboard, burned, or buried, or in cases of loss or damage to public property, if the responsibility or pecuniary liability therefor has been fixed, the recommendations of boards of survey to such effect may be carried out by the officer or noncommissioned officer in charge of the property upon the approval of the officer ordering the board. The officer requesting the board will certify on the face of the survey that the articles have been so disposed of. This shall also apply to damaged property, including clothing, the sale of which or its issue at reduced prices is recommended.

17–128

(1) *Pecuniary responsibility.*—In case a board of survey holds an officer or enlisted man pecuniarily responsible for loss to the Government, an extract from the report will be referred by the convening authority to the officer or enlisted man concerned for a statement as to his responsibility. In case the officer or enlisted man held responsible acknowledges the responsibility, the report and statement will be forwarded to the approving authority. If the approving authority holds the officer or enlisted man responsible, the report should be approved, the officer or enlisted man held responsible notified to that effect, and steps taken to effect checkage in the case of enlisted men, and to collect the amount due in the case of officers.

(2) In case the officer or enlisted man held responsible disclaims the responsibility, the convening authority will forward the report, with all papers pertaining thereto, to the approving authority. If the approving authority holds the officer or enlisted man responsible, the report should be approved, two copies returned to the accountable officer, and the original, together with all papers pertaining thereto, forwarded via the Quartermaster to the Major General Commandant for final action on that part of the report pertaining to the responsibility of the officer or enlisted man.

17–129

In case of any loss to the Government accruing by the fault of an officer for which he is held responsible by a board of survey, and the money value of the loss is not collected or checked against his pay accounts, to be covered into the Treasury in the usual manner, the Quartermaster will prepare the necessary certificate in the case and forward the same to the General Accounting Office.

17–130

Condemned clothing may be issued to general court-martial prisoners in the island possessions in the discretion of boards of survey if the naval prison uniform is not on hand.

17–131

(1) *Articles expendable without survey.*—Drumheads, drumsticks, drum keys, drum snares, spare parts for rifles, revolvers, and pistols, brushes of all kinds, paints, oils, window glass, sash cords, ax, pickax, and hatchet helves, lime, tent pins, brooms, mops, mop handles, all materials for repairs, and ammunition expended under proper authority, are the only articles which should be expended without a survey, and then only on the accountable officer's certificate, approved by the commanding officer, that they have been used for public purposes or worn out in public service. All other articles must be acted on by a board of survey when no longer fit for use.

(2) Ammunition will be expended in action, in defense of life or public property, in target practice, military exercises, in the preliminary instruction of enlisted men, in hunting, in carrying out the prescribed duties of sentinels, and for authorized salutes. Ammunition expended by a soldier without orders, or not in the line of duty, or which may be damaged or lost through his neglect, will be charged to him.

17–132

Property at recruiting offices.—When property, except articles expendable by certificate, becomes unfit for Government use at a recruiting office where only one officer is on duty, a list of such property, wherein will be set forth the condition of the property and statement whether same has any commercial value, cause of condition, etc., will be submitted to the Quartermaster, who will issue appropriate instructions as to the disposition to be made of the property.

17–133

Expenditures not authorized by approval of survey.—The approval of a report of board of survey by the Quartermaster or other officer empowered to take final action thereon, when such report recommends repairs, alterations, improvements, or replacements involving an expenditure of funds, does not constitute an authorization of the expenditure, and no such expenditure will be made prior to the approval of an open purchase requisition covering it.

17–134

Surveys on boats.—When it is necessary to survey a power boat, two separate requests for and reports of survey are required, one covering the hull and its appurtenances and the other covering the propelling machinery and accessories pertaining thereto, except where only one of these two classes of property is surveyed. Whenever possible an officer possessing mechanical ability and a practical knowledge of power-boat machinery should be detailed as a member of the board. The provisions of article 1906, Navy Regulations, will be observed so far as applicable and paragraph (11) thereof complied with. The board will state in its report in detail, and in explicit terms, the exact condition of the articles surveyed, the nature and extent of repairs required, if warranted, or the disposition recommended. The dismantling of a boat engine for use of its serviceable parts for repair of other engines shall not be recommended unless the engine is beyond repair or in a condition not warranting the expense of repairing it.

CARE OF RUSSET-LEATHER EQUIPMENT

17–141

(1) Shoe and leather dressings, cleaners, and polishes that unduly darken russet leather will not be used on russet belts, sword slings, cartridge boxes, pistol holsters, field-glass cases, and similar leather equipment. Only such cleaners, dressings, and polishes as do not color leather and have the least tendency to darken it will be used on russet-leather equipment. (C. M. C. M. 1.)

(2) While any leather cleaner, dressing, or polish will in time darken russet leather, preparations of that kind designed for use on articles made of light-colored russet leather are not likely to darken to any appreciable extent leather equipment of the standard nut-brown shade adopted by the Marine Corps. When equipment of that kind becomes soiled from handling, perspiration, grease spots, etc., it should be cleaned with saddle soap and allowed to dry thoroughly before a polish is applied. When a liquid cleaner or dressing is used on a russet leather article it must be allowed to dry thoroughly before a polish is applied. Neglect to observe this rule will invariably produce darkening of the leather. (C. M. C. M. 1.)

CHAPTER 18

SUPPLIES AND SERVICES

General

18–1

Authority for purchases.—No contract or purchase shall be made unless it is authorized by law, or is under an appropriation adequate to its fulfillment, except for clothing, subsistence, forage, fuel, quarters, or transportation, which, however, shall not exceed the necessities of the current year. No officer of the Marine Corps shall accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of emergency involving loss of life or destruction of property.

18–2

(1) ***Advertising.***—All purchases and contracts for supplies or services, in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the service. When immediate delivery or performance is required by the public exigency the article or service required may be procured by open purchase or contract at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals. (3709, R. S.)

(2) The law expressly requires such advertisement in all cases of contracts for services in any department where the public exigencies do not require the immediate performance of the service. The only exception is where immediate performance is required by the public exigency. The power here given to make contracts, without advertisement, plainly contemplates only such contracts as the urgent necessities of the service may demand, and in all cases where the public interests would suffer.

18–3

Purchases of less than $500.—The purchase of supplies and the procurement of services for all branches of the naval service may be made in open market in the manner common among business men, without formal contract or bond, when the aggregate of the amount required does not exceed $500, and when, in the opinion of the proper administrative officers, such limitation of amount is not designed to evade purchase under formal contract or bond, and equally or more advantageous terms can thereby be secured.

18-4

Advances of public money.—No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service, or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties, and to the fulfillment of the public engagements. The President may also direct such advances as he may deem necessary and proper, to persons in the military and naval service employed on distant stations, where the discharge of the pay and emoluments to which they may be entitled can not be regularly effected. (3648, R. S.) Partial payments not in excess of value of work done may be made during progress of work on contracts. (See act of August 22, 1911, 37 Stat. 32.)

REQUISITIONS

18-5

How submitted.—All estimates or requisitions for supplies from officers and noncommissioned officers will be submitted for approval to their immediate commanding officer. It is the duty of commanding officers to carefully examine these requisitions and to satisfy themselves that the articles enumerated therein are actually required, and that the list embraces all that is needed for the time estimated. Commanding officers, before forwarding requisitions, will indorse thereon their approval or disapproval stating in the latter event the part disapproved.

18-6

On depot quartermasters.—Requisitions for supplies enumerated in the annual Marine Corps order giving price list of clothing, etc., will be submitted to the depot quartermaster designated in that order, prepared in accordance with the instructions contained therein. Instructions regarding requisitions for other supplies that may be carried in stock at depots of supplies will also be published in that order.

18-7

Open-purchase requisitions.—When articles not kept in stock at depots, or services other than personal, or personal services to be procured by open contract, are required at posts in the United States, an open-purchase requisition, in duplicate, will be submitted to the Quartermaster, except as may be otherwise provided in the annual order. Articles of that class required at posts outside of the United States will be procured in accordance with instructions published in the annual order. Articles regularly carried on hand at depots will not be included in open-purchase requisitions from posts.

18-8

Requisitions for ice, telephone service, newspaper subscriptions, and post-office box rent should be submitted to the Quartermaster prior to the beginning of each fiscal year and to include the entire year, unless the services will not be required for so long a period.

18-9

(1) *Articles not kept in store.*—In making requisitions for articles not kept in store by the Quartermaster's Department full details and descriptions, and when practicable, cuts or illustrations of same, will be given thereon as a guide for the purchasing officer. Such descriptions must be made as broad as possible in order that the fullest and freest competition may be obtained, and special care taken to avoid so describing the article required as to limit a purchase to any proprietary article or the product or manufacture of any particular individual. Proprietary articles will only be called for when absolutely necessary, and a statement should then be made by the officer preparing the requisition that that article and no other will fulfill the requirements of the service. When proprietary articles are called for they should be those of some standard manufacture or equal thereto in all respects and guaranteed to stand the same test.

(2) When articles that may be used for several different purposes are required, such as lumber, etc., the requisition must show the specific purposes for which they are to be used and how much of the total quantity called is to be used for each of the purposes stated, in order that the approving officer may be able to charge the proposed expenditure against the proper subhead of the appropriation affected.

18-10

Spare parts not procurable locally.—When spare parts which can not be procured locally are required, particularly at remote stations or on expeditionary service, for automobiles, trucks, motor cycles, bicycles, field wireless sets, portable radio sets, surveying instruments, range finders, cooking ranges, bake ovens, dough-mixing machines, potato-peeling machines, dish-washing machines, electric motors (direct or alternating current), engines, motor boats, printing presses, band instruments, etc., the serial and model numbers, make, cost, and date of purchase should be stated on the requisition or other papers. When spare parts or other articles are ordered from catalogue, such catalogue (and supplement, if any) should be mentioned, and the part number, page number, and unit price (with total), if shown, be given with each item. This information is required in order that proper parts may be procured without unnecessary delay, and should be furnished in every instance. In regard to spare parts for boats, see also article 17–83.

18–11

Spare parts for rifles, etc.—On all requisitions for spare parts for rifles, pistols, machine guns, automatic rifles, 37-millimeter guns, Stokes mortars, motor vehicles, etc., the requiring officer will state the quantity of such articles for which parts are required that are on hand at the post or in the organization with which he is serving.

18–12

Requests on Navy bureaus.—Whenever articles of any description are required to be furnished by the Navy Department, request should be forwarded to the Quartermaster for action. In an emergency, where it is necessary to procure supplies from a Navy Supply Officer, an immediate report shall be made to the Quartermaster of such transaction.

18–13

During the last month of the fiscal year no open-purchase requisitions which would involve an expense chargeable to that fiscal year will be submitted except in cases of absolute necessity.

ADVERTISING FOR PROPOSALS

18–14

In cases of large purchases a period of 30 or more days should intervene between date of first publication and of opening proposals. In small purchases from 7 to 30 days should intervene, and when the public exigency (constituting an emergency) does not permit 7 days to intervene, the period should be for as many days as the circumstances will permit. The existence of such emergency is to be determined by the officer upon whom the duty of making the purchase devolves. Advertising for proposals by newspapers will be adopted when time permits and the quantity or value of the purchase, or character of the services, in the opinion of the purchasing officer, will justify the expense. In such cases the following article governs as to the number of days to intervene between the first publication and the date of opening proposals. When notice of less than 30 days is given, advertising by circulars (sent to principal dealers in the localities where the supplies or services are desired and posted in public places) is permissible. A purchasing officer may advertise by newspapers when authorized by the Secretary of the Navy and by circulars at the same time.

18-15

Advertisements in newspapers announcing sales of condemned property or inviting proposals for furnishing labor or supplies will, as a rule, allow 30 days to intervene between date of first publication and date of sale or opening of bids. If necessity requires, a shorter period may be allowed, but no period of less than 10 days will be designated except in case of emergency. The officer who is accountable for property which is to be advertised for sale, or who is authorized to invite proposals for furnishing labor or supplies, is the one upon whom devolves the duty of determining whether an emergency exists warranting the designation of a period less than 10 days for the publication of the advertisement. No officer will authorize the publication of an advertisement beyond the morning of the day on which the sale or opening of bids is to occur, and no payments will be made for continuing such publication beyond the period authorized.

18-16

Item by item.—When advertisements or specifications thereunder do not announce fixed standards of articles required, they should be so worded as to permit bids to be considered item by item and awards to be made for the most suitable articles of each kind offered.

18-17

Guaranties or certified checks.—Whenever it is intended to require that guaranties or certified checks shall accompany proposals, that fact, the amount in which the guarantors are to justify, or, if certified checks are substituted for the guaranties, the amount required and the periods to be allowed after the award for the execution of contract papers and bonds will be stated in the advertisement or specifications.

18-18

By whom issued.—Advertisements inviting proposals will ordinarily be issued by the officer who is to make the contract or purchase. In special cases, upon competent authority, they may be issued by any other designated officer.

18-19

When officers are under the necessity of advertising in newspapers they shall forward to the Quartermaster, through official channels, a copy of the proposed advertisement, that he may take such further steps as may be required for its publication.

18-20

Bills for advertising are allowed by the accounting officers only when accompanied by the written authority of the Secretary of the Navy and a certified copy of the advertisement.

18–21

Rates for advertising.—All advertisements, notices, proposals for contracts, and all forms of advertising required by law for the several departments of the Government may be paid for at a price not to exceed the commercial rates charged to private individuals, with the usual discounts, such rates to be ascertained from sworn statements to be furnished by the proprietors or publishers of the newspapers proposing so to advertise.

PROPOSALS

18–22

Information in regard to supplies or services for which proposals have been invited will be furnished, on application, to all persons desiring it, but no person belonging to or employed in the military or naval service will render assistance in the preparation of proposals.

18–23

(1) *Bidders for supplies* will be informed of the kind, quantity and quality of articles desired, the place, time and rate of delivery, conditions of payment, and the date, hour, and place appointed for the opening of proposals. They will be furnished with such specifications as have been adopted and will be permitted to examine the standard samples at the places where deposited.

(2) In order that bidders may be fully informed of the basis on which the purchasing officer intends to make the award, this will be indicated on each request for proposals by entering thereon "Award will be made by item" or "Award will be made on the lowest aggregate acceptable bid" or "Award will be made either by item or for the lot, as may be most advantageous to the Government," according to which of these methods it is intended to follow.

18–24

Bidders for labor will be informed of the nature and extent of the servcies required and where they are to be performed. They will be furnished with or allowed to examine plans and specifications of all works upon which they desire to bid and in general will be furnished with any information needed to enable them to act understandingly.

18–25

When required in duplicate.—When the amount involved will probably exceed $500, the purchasing officer will require bidders to submit their proposals in duplicate, in strict accordance with the requirements of the advertisement or specifications. When the amount involved is not likely to exceed $500, bidders need not be required to submit their proposals in duplicate. Proposals should make specific reference to the advertisement, if any, and to any plans or specifications which may have been furnished.

18–26

How signed.—Each proposal should give the full business address of the bidder and be signed by him with his usual signature. Proposals by partnerships should be signed with the partnership name by one of the members of the partnership, followed by the signature and designation of the person signing. Proposals by corporations should be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. A proposal signed by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, may be held to be the proposal of the individual signing. If the signature to a proposal is that of an officer, attorney, or agent of a corporation, or of an attorney or agent of a firm or individual, the officer who opens such proposal should, before considering it, satisfy himself that the signer is vested with sufficient authority to act for his principal, and unless fully satisfied on this point should require him to file evidence of his authority to do so.

18–27

Unit price.—In proposals, numbers and prices will be expressed in figures, and will ordinarily provide for both unit price and extension of each item. The unit price will govern in case of error. It will be sufficient if specifications are referred to and are declared to form a part of the proposal.

18–28

Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

18–29

(1) ***Guaranties.***—Every proposal exceeding $500 in total amount shall be accompanied by a guaranty (in duplicate) executed by an authorized bonding company or two responsible persons, or in lieu of the guaranty, by a certified check payable to the order of "The Quartermaster, U. S. Marine Corps," for 25 per cent of the full amount of the proposal, unless the bidder has an approved annual guaranty on file in the office of the Quartermaster, and no such proposal unaccompanied by the required guaranty or certified check will be considered. The guaranty must be made out and executed, with proper justification, in the form shown on Form N. M. C. 648. Neither bidders nor their employees, agents, or partners will be accepted as guarantors. (See arts. 18–51 and 18–52.)

(2) Certified checks received with proposals will be kept in a secure place and will be returned to the bidders when no longer required to protect the interests of the Government.

18-30

(1) *Delivery of proposals.*—Proposals, with their guaranties, will be securely sealed in suitable envelopes, indorsed and addressed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening.

(2) Proposals received prior to the time of opening will be securely kept. The officer whose duty it is to open them will decide when that time has arrived. No proposals received thereafter will be considered, except that when a proposal arrives by mail after the time fixed for the opening, but before the award is made, and it is clearly shown that the nonarrival on time was due solely to delay in the mails, for which the bidder was not responsible, such proposal will be received and considered.

18-31

Right to withdraw bid.—A bidder has a right to withdraw his bid at any time prior to the time fixed for opening. Where there is a mistake in a proposal submitted and notice thereof is given and request for withdrawal made by the bidder after bids have been opened, but before award is made, and the difference in the bids received is sufficient to put the contracting officer on notice as to the probability of a mistake in the low bid, the request for withdrawal may be granted and award made to the next lowest bidder. (Bu. S. & A. Memo. 298, p. 10066.) (C. M. C. M. 2.)

18-32

Opening of proposals.—Proposals will be opened and read aloud at the time and place appointed for the opening (bidders having the right to be present), and each proposal will then and there be numbered and entered on an abstract, the items being entered in the order in which they appear on the proposals. Articles to be procured by contract will be abstracted separately from those to be procured on written acceptance. If the number of proposals is large, those relating to specific articles or classes of articles may be entered on separate abstracts. The number of each proposal, with the quantities and prices of articles offered and dates of delivery, will appear in the proper columns, and a copy of the advertisement or notice under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract. When two or more sheets are used for the abstract they will be properly fastened together and paged on the upper right-hand corner.

AWARDS

18-33

To lowest responsible bidder.—Except in rare cases, when the United States elects to exercise the right to reject proposals, awards will be made to the lowest responsible bidder, provided that his bid is reasonable and that it is in the interest of the Government to accept it.

The awarding officer will, when necessary, prior to making an award, satisfy himself that the low bidder is qualified and in a position to complete the contract satisfactorily. (C. M. C. M. 4.)

18–34

No award.—In case the Government desires to change the specifications in any manner after proposals have been received and opened, all proposals shall be rejected and new proposals, embodying the changed specifications, advertised for.

18–35

Slight failures by a bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid, but the best interests of the Government will be fully considered in making the award. Delivery of supplies of an inferior quality, under a previous agreement, by a firm, does not in itself constitute sufficient grounds for the rejection of a low bid from such firm under subsequent opening of bids and the acceptance of a higher bid. (Comp. Gen. MS. Dec. A–7852, March 16, 1925.) (C. M. C. M. 4.)

18–36

Rescinded. (C. M. C. M. 4.)

18–37

Entries to be made on abstract.—A notation indicating the accepted bids will be made on the abstract of proposals. If a bid is rejected and one at a higher price accepted, the reason for the rejection will also be noted on the abstract. When no award requiring the execution of a contract is made on a set of proposals, the reasons for rejection must be certified on rejected proposals. When contracts are made the fact will be stated on the abstract.

18–38

(1) *Purchase over or under $500.*—With the exception of those stations where officers are empowered to execute contracts, and unless otherwise directed, when proposals are received for one or more items and the amount of any award thereunder exceeds $500, all proposals will be forwarded to the Quartermaster with suitable recommendation for awards. The Quartermaster will make all awards thereunder and will prepare formal contract and bond for awards exceeding $500. (C. M. C. M. 4.)

(2) When no award exceeds $500, the purchasing officer is authorized to place orders. In such cases a signed copy of purchase order prepared on Form N. M. C. 18 will be sent to the successful bidder by the purchasing officer. (C. M. C. M. 4.)

(3) *In urgent cases* when the amount of any award exceeds $500 and where immediate award is necessary, the officer receiving the bids should obtain telegraphic authority from the Quartermaster to make awards, and should then forward all bids received, together with abstract of bids, and copies of all awards, to the Quartermaster for the preparation of formal contracts where required. Such letters of award involving more than $500 should state that formal contract will be forwarded by the Quartermaster.

(4) At stations, other than Headquarters, where purchasing officers are empowered to execute contracts, awards amounting to $500 or less under a schedule or set of proposals involving the execution of a contract in connection with any other item or items on the same schedule or set of proposals will be made by letter and a copy of the letter of award attached to the voucher covering such award.

(5) Where several awards are made under one set of proposals covering purchases not in excess of $500, all of the proposals received from bidders will be forwarded to the disbursing officer paying the accounts immediately upon placing orders; each accepted proposal to be supported by the original signed purchase order and an abstract of agreement (standard Form No. 1036). The approved open-purchase requisition or authority for purchase will be forwarded with the first set of proposals. (C. M. C. M. 4.)

(6) Each set of proposals with the papers pertaining thereto will be securely fastened together with a paper fastener (not pasted or otherwise permanently fastened together) before being forwarded to the disbursing officer. (C. M. C. M. 4.)

FORMS OF AGREEMENT

18–39

(1) A purchase of supplies or engagement of services will be made:

- (*a*) By contract, "reduced to writing and signed by the contracting parties with their names at the end thereof." Agreements of this character only are termed "contracts" in these regulations. This method will, subject to such exceptions as may be duly authorized by regulations, be used when the amount involved exceeds $500 or when delivery or performance does not immediately follow the award.
- (*b*) By written proposal and written acceptance. This method may be resorted to when delivery or performance immediately follows award or when specifically authorized, and when the amount involved is $500 or less.

Numbering of Contracts and Agreements

18–39A

(1) All formal contracts (including leases and board and lodging agreements) and less formal agreements, such as letters of award or purchase orders covering purchases of supplies or engagement of services in the manner defined in subparagraphs (*b*) and (*c*) of article 18–39 (1), involving the expenditure or receipt of Government funds shall be numbered serially in the upper right-hand corner, as hereinafter provided, in the order of date of execution, so far as practicable, except in cases where the entire payment or collection under the less formal agreement is made on a single voucher. For purposes of classification in the General Accounting Office, the number will be preceded by a symbol consisting of the capital letter "N" standing for the Navy Department as a whole, a numeral identifying the contracting office, and the small letter "m" standing for the Marine Corps as a whole. The following symbols have been assigned to contracting offices of the Marine Corps (C. M. C. M. 1):

The Quartermaster, U. S. M. C., Washington, D. C.	N0m
Depot Quartermaster, Philadelphia, Pa	N50m
Depot Quartermaster, Hampton Roads, Va	N51m
Depot Quartermaster, San Francisco, Calif	N52m
Post Quartermaster, M. B., Quantico, Va	N53m
Post Quartermaster, M. B., Parris Island, S. C	N54m
Post Quartermaster, M. B., U. S. N. A., Annapolis, Md	N55m
Post Quartermaster, M. B., NYd., Boston, Mass	N56m
Post Quartermaster, M. B., N. S., Cavite, P. I	N57m
Post Quartermaster, M. B., NYd., Charleston, S. C	N58m
Post Quartermaster, M. B., Coco Solo, C. Z	N59m
Post Quartermaster, M. B., N. A. D., Dover, N. J	N60m
Post Quartermaster, M. B., N. A. D., Fort Mifflin, Pa	N61m
Post Quartermaster, M. B., N. S., Guam	N62m
Post Quartermaster, M. B., N. S., Guantanamo Bay, Cuba	N63m
Battalion Quartermaster, Det. Bn., 5th Rgt., Guantanamo Bay, Cuba	N64m

Post Quartermaster, M. B., Cape Haitien, Haiti	N65m
Brigade Quartermaster, 1st Brigade, Port au Prince, Haiti	N66m
Post Quartermaster, M. B., N. O. B., Hampton Roads, Va	N67m
Post Quartermaster, M. B., N. A. D., Hingham, Mass	N68m
Post Quartermaster, M. B., N. P. F., Indianhead, Md	N69m
Post Quartermaster, M. B., N. A. D., Iona Island, N. Y	N70m
Post Quartermaster, M. B., N. O. B., Key West, Fla	N71m
Post Quartermaster, M. B., N. A. S., Lakehurst, N. J	N72m
Post Quartermaster, M. B., NYd., Mare Island, Calif	N73m
Post Quartermaster, M. B., S. B., New London, Conn	N74m
Post Quartermaster, M. B., N. S., New Orleans, La	N75m
Post Quartermaster, M. B., N. T. S., Newport, R. I	N76m
Post Quartermaster, M. B., NYd., New York, N. Y	N77m
Post Quartermaster, M. B., N. O. B., Pearl Harbor, T. H	N78m
Post Quartermaster, M. D., A. L., Peking, China	N79m
Post Quartermaster, M. B., N. A. S., Pensacola, Fla	N80m
Post Quartermaster, M. B., NYd., Philadelphia, Pa	N81m
Post Quartermaster, M. B., NYd., Portsmouth, N. H	N82m
Post Quartermaster, M. D., N. P., Portsmouth, N. H	N83m
Post Quartermaster, M. B., NYd., Norfolk, Va	N84m
Post Quartermaster, M. B., NYd., Puget Sound, Wash	N85m
Post Quartermaster, M. B., N. S., St. Croix, V. I., U. S	N86m
Post Quartermaster, M. B., N. A. D., St. Julien's Creek, Va	N87m
Post Quartermaster, M. B., N. S., St. Thomas, V. I., U. S	N88m
Post Quartermaster, M. C. B., N. O. B., San Diego, Calif	N89m
Commanding Officer, M. B., N. O. P., South Charleston, W. Va	N90m
Post Quartermaster, M. B., Washington, D. C	N91m
Post Quartermaster, M. B., NYd., Washington, D. C	N92m
Commanding Officer, M. B., N. M. D., Yorktown, Va	N93m
Officer in Charge, Central Recruiting Division, Chicago, Ill	N94m
Officer in Charge, Southern Recruiting Division, New Orleans, La	N95m
Officer in Charge, Eastern Recruiting Division, Philadelphia, Pa	N96m
Officer in Charge, Western Recruiting Division, San Francisco, Calif	N97m
Detachment Quartermaster, Marine detachment on duty at the summer residence of the President	N98m
Detachment Quartermaster, M. C. Rifle Range, Wakefield, Mass	N99m
Team Quartermaster, M. C. Rifle and Pistol Team	N100m
Battalion Quartermaster, Marine Battalion, Scouting Fleet, Glen Burnie, Md	N101m
Assistant Paymaster, U. S. M. C., Atlanta, Ga	N102m

(2) The symbol will in every case be prefixed to the serial number and separated therefrom by a hyphen, the two together constituting a symbol number by which the origin of the contract may be readily identified, the serial numbers under each authorized symbol beginning with number 1 and continuing in a consecutive series of numbers, without reference to fiscal year, and regardless of changes of purchasing officers, until the numbers reach the limit of five digits—i. e. 99999. When the numbers under a symbol reach the limit of five digits a new series will be used, beginning with number 1 and distinguished by the use of the capital letter "A" at the end of the number—e. g., "N50m–1A." Likewise, any additional series necessary under the same symbol will be distinguished by the capital letters "B," "C," "D," etc., as may be required. The following examples illustrate the numbering of contracts:

(*a*) Contract No. 2155 executed in the office of the Quartermaster will bear the symbol number N0m–2155, the next will be numbered N0m–2156, and so on.

(*b*) Contract No. 947 executed by the Depot Quartermaster, San Francisco, will bear the symbol number N52m–947, the next will be numbered N52m–948, and so on. (C. M. C. M. 1.)

(3) Supplemental agreements, renewals of leases and other contracts, extensions of time limit, and other authorized forms of modification of original contracts will be given the same number as the original contract, lease, or agreement. (C. M. C. M. 1.)

(4) All informal contracts and agreements, on which more than one payment or collection is made, entered into at posts where the account is paid or the funds collected received by the Disbursing Assistant Quartermaster, Headquarters Marine Corps, Washington, D. C., will be numbered in the office of that officer, using the symbol assigned to the post involved. All such informal contracts and agreements entered into at other posts will, in like manner, be numbered by the disbursing officer who pays the account or receives the funds collected. (C. M. C. M. 1.)

(*c*) By less formal agreement. This method may be used under circumstances indicated in the following paragraph if delivery or performance immediately follows the agreement, and will include oral agreements immediately executed. (17 Comp. Dec. 305.)

(2) An open-market purchase of supplies or engagement of services is one made without advertising in the manner in which one person in civil life ordinarily purchases from another in private business, and is authorized in the following cases:

(*a*) In an emergency, as when the public exigencies require immediate delivery or performance and there is not time to advertise by newspapers, posters, or circulars. (See arts. 18-59 to 18-65.)

(*b*) When it is impracticable to secure competition.

(*c*) When proposals have been invited and none have been received.

(*d*) When proposals are above the market price or otherwise unreasonable.

CONTRACTS

18-40

Forms used.—Contracts for supplies and services will be made on forms furnished by the Quartermaster's Department in cases where such forms are applicable, and those forms will be modified only to such extent as is necessary. When modifications are made, they must be fully explained over the signatures of the contracting parties. All conditions of the contract will be stated therein as fully and clearly as possible.

18-41

With regular dealer.—No person shall be received as a contractor who is not a manufacturer of, or regular dealer in, the articles which he offers to supply. A person to be a regular dealer, within the meaning of the law, must be regularly engaged in the business of buying the articles and selling the same to the general public.

18-42

By whom made.—Contracts for supplies and services will be made in the name of the United States, and will be signed by the Quartermaster or other officer designated by him. They will not be made at posts unless authorized by the Quartermaster, and they will not be so authorized unless the stores or services required, of proper quality or kind, can be procured as cheaply there as elsewhere.

18-43

(1) *How signed.*—When a contract is entered into with a partnership, the firm name should be given in the body of the instrument, and it may be signed with the name of the firm by one of the partners, who will append his own signature over the remark "Member of firm."

(2) A contract with a corporation should have the name of the corporation written in the body of the instrument, as one of the parties thereto, and should be signed by the officer or person authorized to contract in its behalf, who should sign the corporate name and his own, followed by his official designation. Evidence of his authority to sign contracts on behalf of the corporation must be furnished and filed in the office of the contracting officer (unless already on file there) whenever the contract amounts to $1,000 or over. Such evidence should consist of extracts from the articles of incorporation, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records, under the corporate seal (if there be one), showing that the signer of the contract is properly vested with authority to bind the corporation. In all such cases the contract will be indorsed or stamped immediately following the signature thereto, "Authority for signature on file in the office of (official designation of contracting officer)."

(3) When the contract amounts to less than $1,000, and in cases of service contracts with public-service corporations, such as telegraph and telephone companies, etc., executed by officers or officials thereof who are authorized to and do sign service contracts on behalf of such corporations with the public generally, it is not necessary to file with the contract the evidence of authority to sign called for in the preceding paragraph. In all such cases the contracting officer must satisfy himself that the person signing on behalf of the corporation is authorized to do so, and place on or attach to the contract the following certificate:

> I certify that I have satisfied myself that the (officer, or official, as the case may be) who signed this contract has authority to do so, being an (officer, or official, as the case may be) who signs similar contracts on behalf of the corporation with the public generally.

18–44

~~*Distribution of copies.*—After the contract has been executed the necessary copies will be prepared and distribution thereof made as follows: The original will be forwarded immediately to the General Accounting Office.~~ ~~Military~~ Audit ~~Division; but where it is accompanied by a bond on which an approved surety company appears as surety, it will be forwarded to the Judge Advocate General, Navy Department, for transmission by him through the section of surety bonds to the General Accounting Office; one copy will be forwarded to the Quartermaster, one to the contractor, one to the contracting officer (or officer at the place where the services are to be performed or supplies delivered, when the Quartermaster is the contracting officer), and one to the returns office of the Department of the Interior. Drawings or blue prints forming a part of a contract will be omitted from all contracts sent to the office of the General Accounting Office.~~

18–45

~~*Copy for returns office.*—The copy of the contract for the returns office of the Department of the Interior will be transmitted thereto, as soon as possible~~

18–44

(1) *Distribution of copies.*—After the contract has been executed the necessary copies will be prepared and distribution thereof made as follows: The original will be forwarded immediately to the General Accounting Office, audit division; but where it is accompanied by a bond on which an approved surety company appears as surety, it will be forwarded to the Judge Advocate General, Navy Department, for transmission by him through the section of surety bonds to the General Accounting Office; one copy will be forwarded to the Quartermaster, one to the contractor, one to the contracting officer (or officer at the place where the services are to be performed or supplies delivered, when the Quartermaster is the contracting officer), and one to the returns office of the General Accounting Office. Drawings or blue prints forming a part of a contract will be omitted from all contracts sent to the General Accounting Office. (C. M. C. M. 4.)

(2) *Whenever leases, agreements, or other instruments* are executed under which property is to be occupied by the Marine Corps, such leases, agreements, or other instruments will be executed in duplicate, when the lessor desires an executed copy, the original to be forwarded for file in the General Accounting Office and the executed copy, if one is required, to be retained by the owner of the property affected. Copies (not necessarily signed and executed) shall be forwarded to the Judge Advocate General, Navy Department, the Quartermaster, and the disbursing officer making payments under the leases. Such additional copies as are required for local use of the office preparing the lease should also be made. The copies for the returns office, General Accounting Office, as required by article 1850, Navy Regulations, will be filed by the executing officer. When practicable, copy of the instrument which is forwarded for file with the Judge Advocate General shall be accompanied by a map showing in greater or less detail the location of the property affected. (C. M. C. M. 4.)

18–45

Copy for returns office.—The copy of the contract for the returns office of the General Accounting Office will be transmitted thereto as soon as possible

after the contract has been made and approved, and within 30 days, together with the original of each bid, offer, or proposal made by persons to obtain the contract, and a copy of the advertisement, all to be fastened together with a ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended in the following form:

I do solemnly swear (or affirm) that the copy of contract hereto annexed is an exact copy of a contract made by me personally with ____________________; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said ____________________, or any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided.

Section 3744, R. S., as amended June 15, 1917, authorizes the Secretary of the Navy to extend the time limit for filing contracts in the returns office to 90 days whenever in his opinion it would be to the interests of the United States to follow such course.

When the copy of contract for the returns office can not be forwarded within the period of 30 days, as required by the statute, the contracting officer should transmit the same with an explanation of the causes of delay direct to the Quartermaster. This copy will then be forwarded by that officer to the returns office, with a notation of his views as to whether or not the reasons set forth for the delay by the contracting officer are satisfactory.

The penalty for failure to comply with this requirement is fine of not less than $100 nor more than $500, and imprisonment not more than six months (3746 R. S.).

BONDS

18-46

When required.—Bonds for the faithful performance of contracts for supplies will be required when the consideration exceeds $500, or, in lieu thereof, a certified check payable to the order of the Quartermaster for 25 to 50 per cent of the amount of the contract, the check to be held by the officer mentioned until the requirements of the contract shall be complied with and as a guaranty for compliance with the same.

18-47

Not required.—No bond will be required when the contract is for furnishing lodging and meals to recruits and recruiting parties and rent of recruiting offices and buildings for other purposes.

18-48

Penalty.—The amount of penalty in a contractor's bond will be fixed by the contracting officer and will not be less than one-quarter nor more than the full amount of the consideration of the contract.

18-49

How executed.—When bonds with individual sureties are given for the faithful performance of contracts they will be made and executed with the necessary justification and certification of sufficiency of sureties, in accordance with the instructions printed on the blank forms of contractors' bonds furnished by the Quartermaster's Department. Such bonds must be executed by the contractor as principal, and by at least two responsible persons, who must be citizens of the United States, as sureties. Each must affix to his signature a seal, and each signature must be attested by at least one witness. When practicable there will be a separate witness to each signature.

18-50

(1) *Individual sureties.*—Each individual surety must justify in the amount of the bond, the affidavit of justification to be made and subscribed before an officer authorized by law to administer oaths for general purposes.

(2) Justification of individual sureties will be followed by the certificate of a judge of a United States court, United States district attorney, United States commissioner, or other civil officer of the United States, or of a judge of a State court of record, with the seal of said State court attached, that the sureties are known to him, and that to the best of his knowledge and belief each is pecuniarily worth, over and above all his debts, liabilities, and legal exemptions, the sum stated in his affidavit of justification. But, if necessary or more convenient, a separate certificate may be furnished as to each surety.

(3) Individual sureties on bonds executed in any foreign country, or in Porto Rico, Hawaii, the Philippine Islands, or other distant possessions of the United States, for the performance of contracts entered into in those places, need not be citizens of the United States. The affidavits of justification of such sureties may be taken before a notary or other officer having a seal who by the laws of the place is authorized to administer such oaths, the official seal of the notary or other officer to be affixed. The certification of sufficiency of such sureties may be made by a United States consul, by a notary, or by the judge or clerk of any court in such place having a seal, the official seal of the officer or court to be affixed. The regular blank forms of bonds when used as above will be modified accordingly and the changes will be fully explained over the signatures and seals of all parties to the bond.

18-51

A firm will not be accepted as surety, nor will a partner be accepted as surety for a copartner or for a firm of which he is a member. An officer or stockholder of a corporation will not be accepted as surety for the corporation unless his affidavit of justification shows that he is pecuniarily worth the amount of the bond over and above his debts, liabilities, legal exemptions, and holdings of stock of such corporation.

18–52

The sufficiency of individual guarantors or sureties on a bidder's guaranty or bond should be certified in the same manner as that of individual sureties on the bond of a contractor. Guarantors may, if the offer of a bidder be accepted, become sureties on his bond as contractor if they are able to qualify as such. All bidders' guaranties and bonds are to be executed in duplicate. Of contractors' bonds but a single copy need be executed.

18–53

Payment of subcontractors.—When a contract is entered into for the construction of any public building, or the prosecution and completion of any public work, or for repairs on any public building or public work, the contractor or contractors will be required, before entering upon performance of the same, to include in the bond given for the faithful performance of the contract the further obligation that he or they will promptly make payments to all persons who supply him or them with labor or materials for the prosecution of the work provided for in such contract. If no suit should be brought by the United States within six months from the completion and final settlement of said contract, then the person or persons supplying the contractor or contractors with labor or materials will be furnished with a copy of the contract and bond upon his or their application to the Quartermaster, accompanied by an affidavit that the labor or materials have been supplied by him or them and have not been paid for by the contractor or contractors.

18–54

Suit by subcontractors.—Any person who has furnished such labor or materials and has not been paid therefor may, under the conditions prescribed by the act of August 13, 1894, as amended by the act of February 24, 1905, obtain from the department a certified copy of the contract and bond and bring suit thereon against the contractor and his sureties for the enforcement of his claim.

18–55

Corporations as sureties.—Where a corporation is principal or surety on a bond there must be attached to the bond or filed in the Navy Department proper evidence of the authority of the person or persons executing the bond in its behalf. The required evidence is a copy of the record of their selection or appointment in the character assumed, together with a copy of the by-laws or other record covering their authority; these copies to be duly certified by the custodian of such records, under the corporate seal, to be correct copies. Where the authority is conferred by a resolution which names the person or persons vested therewith no other evidence is required, but the copy of the record of the resolution must include a copy of the record of its adoption. The principal and surety must sign and seal the bond. The corporate seal of the corporation must be affixed thereto by some person duly authorized, who must also affix the name of the corporation to it, followed by his own signature and official designation written after the word "by." The names and places of business of the principal and surety must be written in the body of the bond.

18–56

A corporation, other than a surety or bonding company legally authorized to guarantee bonds, will not be accepted as surety on a guaranty or bond.

18–57

Authority to do business with United States.—Before a corporation will be accepted as sole surety it must obtain authority in writing from the Secretary of the Treasury to do business with the United States, under the act of August 13, 1894, as amended by the act of March 23, 1910; and before it will be accepted as surety on the bond of a principal residing in a State or Territory other than the one in which it was incorporated it must comply with the requirements of section 2 of said act as amended as to the appointment of an agent on whom process may be served, etc. Lists of surety companies that have conformed to the requirements of these laws will be published from time to time by the Treasury Department. Such companies will be accepted as sole sureties on official, contract, and other bonds, subject, however, to the following limitations:

18–58

Limitations.—(*a*) No company having authority, under the act of Congress of August 13, 1894, as amended by the act of March 23, 1910, above mentioned, to do business with the United States shall be accepted as sole surety on any recognizance, stipulation, bond, or undertaking under the Navy Department, which shall execute any recognizance, stipulation, bond, or undertaking on behalf of any individual, firm, association, or corporation, whether or not the United States is interested as a party thereto, the penal sum of which is greater than 10 per cent of the paid-up capital and surplus of such company.

(*b*) Two or more companies may be accepted as sureties on any recognizance, stipulation, bond, or undertaking under the Navy Department the penal sum of which does not exceed the limit herein prescribed of their aggregate paid-up capital and surplus. In such cases each company shall limit its liability, in terms, upon the face of the bond, to a definite specified amount, such amount to be in all cases, however, within the limitations herein prescribed. In cases where the law especially requires it every such recognizance, stipulation, bond, or undertaking shall be executed by the principal and sureties jointly and severally.

(*c*) No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed which shall have been reinsured at the time of execution and delivery of the original obligation, or within 20 days thereafter, in a company authorized to do business under the acts above referred to, within the limitations herein prescribed, or in such companies and under such limitations as the Secretary of the Treasury shall have approved.

(*d*) No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed upon which such company shall have been secured at the time of execution and delivery of the original obligation, by the deposit in pledge, or by conveyance in trust, for its protection, of property equal in value to such excess.

(*e*) No portion of any recognizance, stipulation, bond, or undertaking executed on behalf or on account of a fiduciary holding property in a trust capacity shall be included in determining the limitations herein prescribed, upon which such company shall have been secured by deposit or other disposition of a suitable and sufficient portion of the estate so held that no further sale, mortgage, pledge, or other disposition can be made thereof without such company's approval, except by the decree of a court having proper jurisdiction.

(*f*) In determining the limitations herein prescribed the full penalty of a bond will be regarded as the liability, and no offset will be allowed on account of any estimate of risk which is less than the full penalty of the bond, except in the following cases:

(1) Appeal bonds; in which cases the liability will be regarded as the amount of the judgment appealed from, plus 10 per cent of said amount to cover interest and costs.

(2) Bonds of executors, administrators, trustees, guardians, and other fiduciaries; in which cases a certificate of the judge of the probate court, setting forth the measure of liability upon which he fixed the penalty of the bond, will be accepted by the department as evidence of the amount at risk when such certificate is filed with the supplement covering the bond. Credit will also be allowed for indemnifying agreements executed by sole heirs or beneficiaries of estates releasing the surety from liability: *Provided*, That a copy of such agreement shall, in each instance, be filed with the supplement covering such risk, together with satisfactory proof as to outstanding debts.

(3) Contract bonds given in excess of the amount of a contract; in which cases the amount of the contract will be regarded as the liability.

(4) Bonds for banks or trust companies as principals, conditioned to repay moneys on deposit, where by any law or decree of a court the amount to be deposited shall be less than the penalty of the bond; in which cases the maximum amount on deposit at any one time will be regarded as the liability.

Each company will be required to report quarterly to the Secretary of the Treasury, as provided by paragraph (*g*) hereof, every such obligation the penal sum of which is greater than 10 per cent of its paid-up capital and surplus, together with a full statement of the facts which tend to bring it within the provisions of this paragraph.

(*g*) Every such company will be required to file with the Secretary of the Treasury, on or before the last day of January of each year, a statement of its financial condition at the close of the preceding year upon the form provided by the Treasury Department. On or before the last day of April, July, and October of each year every such company will be required to file with the Secretary of the Treasury a statement of its financial condition at the close of the preceding three months. With each of said statements every such company will be required to file with the Secretary of the Treasury a schedule of the single obligations which it has executed during the preceding three months in excess of the limitations herein prescribed, showing the manner in which each of such excesses has been covered under these instructions.

(*h*) The amount of paid-up capital and surplus of every such company will be determined by an audit of the annual and quarterly financial statements filed with the Secretary of the Treasury or by reports upon current examinations made by the insurance departments of the several States or by such examination of the companies at their own expense, as the Secretary of the Treasury may deem necessary.

The qualifying powers of the respective companies will be published promptly on the first day of March and the fifteenth days of May, August, and November of each year, and the ratings of companies which fail to file or to complete their statements within the time herein provided will be omitted. The Secretary of the Treasury will keep the Navy Department advised from time to time as to the status and qualifying power of the various companies under these instructions.

(*i*) In the event that it becomes necessary to waive the limitations herein prescribed on any recognizance, stipulation, bond, or undertaking given to the United States notice of such waiver and the manner in which the excess is required to be covered shall in each instance be immediately transmitted by letter to the head of each of the other executive departments.

(*j*) Failure on the part of any company to comply with the provisions of these instructions will be considered sufficient ground for refusing further to accept such company as surety on obligations under the Navy Department during the continuance of such delinquency, and in the event of persistent failure to observe the provisions of these instructions the name of any such company will be removed from the list of sureties acceptable to the Navy Department.

In case of financial embarrassment, failure, or other disqualifying cause on the part of the surety to a bond, the Secretary of the Navy will require the bond to be renewed to his satisfaction, upon notification to the principal. Official bonds may not be renewed at the will of the principal or surety, but only with the approval of the Secretary, and the substitution of one surety for another on a bond will not be permitted except with the approval of the Secretary, or after the bond has run for a period of four years, when a renewal thereof is required by law.

EMERGENCIES

18-59

Emergency purchases.—In order that the Quartermaster may keep himself advised of the condition of the appropriation, expenses should not be created without his approval or the approval of an officer of the Quartermaster's Department competent to give such approval. Emergencies may arise or conditions be such that the procurement of labor and material in the open market without the authority of the Quartermaster's Department is necessary. Such occasions are to be regarded as exigencies, and officers of the corps, in preparing vouchers to cover such purchases, shall certify on the vouchers that an emergency existed and state the circumstances thereof, and that it was impracticable to communicate with the Quartermaster either by telegraph, telephone, or letter. An exigency is defined by the United States Supreme Court to be "an immediate pressing necessity and one requiring resort to unusual power and effort." When time will permit, the Quartermaster shall be communicated with previous to an expense being created, but telegraphic or telephonic communication should not be resorted to when the sum involved does not justify it. An emergency purchase will not be made when avoidable.

18-60

Obtaining of proposals.—Before making such a purchase the officer will inform himself concerning prevailing prices by inquiry among responsible dealers in his locality, and, if practicable, obtain oral proposals either by telephone or in person. (C. M. C. M. 2.)

18-61

In cases of minor emergency repairs to machinery, plumbing and heating systems, etc., when it is intended to have the work done by the Public Works Department, where an annual allotment for this purpose has not been authorized, the matter should be referred to the Quartermaster by letter or telegram, requesting an allotment of the necessary funds, and stating nature and necessity of repairs and that work is to be performed by Public Works Department.

18-62

An exigency can not be presumed to exist, because the statute requires evidence of its existence. An officer who has let a contract without complying with the law requiring him to advertise for bids can not by permitting performance under it to proceed to any extent make such contract binding upon the United States.

18–63

The law does not presume the continuance of the exigency, because the statute provides that it shall be met by an immediate contract. The law requiring advertisements and proposals for public contracts obviously was intended by Congress to invite competition among bidders, and to prevent favoritism and fraudulent combinations in awarding contracts. This competition in the procurement of public supplies as required by law in practice results in economy in the expenditures.

18–64

Certificate required.—A certificate as to the number of bids sought and received will be made on each voucher, and the bids received will accompany the first voucher.

18–65

Preparation of specifications.—Care will be taken in the preparation of specifications that the article desired may be clearly and accurately described, in order that all dealers may bid on the same understandingly.

18–66

Officers will not purchase supplies for the Marine Corps from any other person in the military or naval service, nor contract with any such person to furnish supplies or service to the corps, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit, except as a member of an incorporated company.

DECEASED PERSONS

18–71

Expense of burial.—Officers and enlisted men on the active list, retired enlisted men, accepted applicants for enlistment, and retired officers on active duty, who die, will be buried at Government expense, including transportation of their bodies, arms, and wearing apparel from the place of demise to their homes in the United States, subject to the provisions of articles 18–72 and 18–73. Accepted applicants will be considered such after rejection up to the time of their arrival at the recruiting station where they were originally accepted. (C. M. C. M. 2.)

18–72

Shipment of remains and effects.—If the next of kin desires that the remains be shipped to the home of the deceased, shipment in the United States will be made by express, at Government expense, and the consignee notified by tele-

18-71

Expense of burial.—Officers and enlisted men on the active list, accepted applicants for enlistment, retired officers on active duty, and retired enlisted men who die will be buried at Government expense, subject to the provisions of articles 18-72 and 18-73. Accepted applicants will be considered such after rejection up to the time of their arrival at the recruiting station where they were originally accepted. Expenses of funeral and local burial, or transportation of remains to home or designated cemeteries, are authorized for retired enlisted men of the Marine Corps not on active duty when death occurs at a naval or other Government hospital. Burial at Government expense of retired enlisted men not on active duty, who die outside of a naval hospital or the Naval Home, is authorized only when specific authority for such burial has been obtained from the Quartermaster prior to engaging the services of an undertaker. Such authority should be applied for by telegram and a copy thereof attached to the voucher covering the expense of the burial. (C. M. C. M. 4.)

18-72

Shipment of body and effects.—When the unaccompanied body and effects of a deceased member of the Marine Corps are to be forwarded to the home of the deceased, shipment in the United States will be made by express, at Government expense, and the consignee notified by telegram. When men on active duty die outside the continental United States, shipment will be made via Government vessel, if practicable, otherwise by commercial carrier, and consigned to the commanding officer of the naval hospital at the port of debarkation for further shipment to destination. If there be no naval hospital at or in the immediate vicinity of that port, the shipment will be consigned to the Marine Corps depot or post quartermaster there, except that bodies shipped to the United States from Asiatic stations will be consigned to the Commandant of the Twelfth Naval District at San Francisco, Calif. In the case of cremated remains, shipment in the United States will be made in the most economical manner other than by ordinary freight. (C. M. C. M. 4.)

(2) Rescinded. (C. M. C. M. 4.)

(3) At the request of relatives, or in the absence of such request, upon the authority of the Quartermaster, the remains of officers and enlisted men that have been interred outside of the continental United States may be subsequently disinterred and shipped to the United States for reinterment in a national cemetery or at the home of the deceased. The cost of disinterment, shipment to the United States, and reinterment in a national cemetery will be borne by the Government. The expense of reinterment at the home of the deceased will be borne by the Government, subject to the provisions of article 18-73. (C. M. C. M. 4.)

(4) In cases where the remains of deceased officers and enlisted men have been buried in the United States prior to receipt of request from next of kin for shipment of remains to home of deceased, or in cases where it is impracticable to communicate with the next of kin, or where it was impracticable to ship the remains at time of death, the remains of such deceased officers and enlisted men may be disinterred and prepared for shipment and forwarded to the home of the deceased at Government expense upon subsequent request of the next of kin, and reinterment at home of deceased will be made at Government expense, as provided in article 18–73; but where the remains of deceased officers and enlisted men have been buried at the place of demise or in a national or post cemetery in the United States after the next of kin has directed that the remains be not shipped home, or after reinterment after transportation from place of demise outside of the United States to a national cemetery in the United States, subsequent disinterment and shipment to home of deceased of the remains at the request of relatives will not be made at the expense of the Government. (C. M. C. M. 4.)

(5) When death occurs outside the District of Columbia and burial in the Arlington National Cemetery is desired, the body should be consigned to the superintendent, Arlington National Cemetery, Fort Myer, Va., and billed to Washington, D. C. This will obviate the necessity and delay of obtaining a permit for the transfer of the body through the District of Columbia. As soon as the body has been shipped a telegram will be sent to Headquarters, Marine Corps, and the Quartermaster Supply Officer, Washington General Depot, Washington, D. C., giving the date of shipment, dimensions of outside box, number of persons in funeral party, and the date, hour, and number of train on which body will reach Washington. (C. M. C. M. 4.)

(6) Whenever practicable, the shipment should be so timed as to arrive in Washington between the hours of 9 a. m. and 3 p. m., because the Government hearse is available only between those hours. Should the body arrive after 3 p. m., it will have to remain at the Union Station until the following morning, when it will be removed to the Arlington National Cemetery and placed in the receiving vault pending funeral arrangements. The services of an undertaker in Washington are not required in cases of this kind, nor is there any expense attached to the opening and closing of the grave in Arlington. (C. M. C. M. 4.)

(7) Under no circumstances will burial be made in Arlington National Cemetery on a Sunday or national holiday. During the summer months, from June 1 to September 30, inclusive, no burials will be made on Saturday afternoons. (C. M. C. M. 4.)

18–73

(1) *Burial expenses.*—The following reasonable and customary services will be allowed at the time and place of burial, viz:

(*a*) Embalming.
Casket.
Outside box.
Undertaker's fee.
Hearse.
Carriages or automobiles (not exceeding two).
Digging of grave.
Grave space.
Minister's fee.

(*b*) The sum of $200 will be the maximum allowed for the above services in cases where the Government has not been placed to any expense; and in cases where the Government has incurred expense, such as in the preparation of the remains and the furnishing of a casket, and additional expense is incurred at the home of the deceased, a maximum of $100 will be allowed. In cases where, through unusual circumstances, either of the above amounts is necessarily exceeded, or services other than those enumerated above are procured, authority for payment must have the approval of the Quartermaster. The above amounts are exclusive of the cost of shipment of the remains of the deceased to the place of burial. (C. M. C. M. 2 and 5.)

(2) The post quartermaster or recruiting officer will forward to the Quartermaster a written report of the disposition of the remains, with an itemized statement of all expenses incurred in connection therewith, such as the cost of embalming, casket, transportation, etc. (C. M. C. M. 2.)

(3) Where necessary, and burials are likely to be sufficiently numerous to warrant it, contract will be made with an undertaker or other competent person for the preparation and encasement of the remains of Marine Corps dead for shipment or interment, and for authorized services in connection with their burial, during the fiscal year, in like manner as provided for the procurement of other services by annual contract. The Bureau of Medicine and Surgery, Navy Department, has issued the necessary instructions covering the burial of retired enlisted men who die at naval hospitals. (C. M. C. M. 2 and 4.)

(4) Under the act of March 3, 1905 (33 Stat. 1196), the War Department will provide the sum of $45 in each case, exclusive of cost of grave, for the burial of all honorably discharged indigent ex-marines who die in the District of Columbia or immediate vicinity and are buried within said limits.

(5) The expenses incident to the preparation and burial of deceased men of the Marine Corps are payable from the appropriation "General Expenses, Marine Corps," except in the cases of those who die at a naval hospital, in which cases the expenses are payable from the appropriation "Care of the dead."

(6) The Secretary of the Navy may, in his discretion, cause to be transferred to their homes at public expense the remains of civilian employees who die outside the continental limits of the United States.

(7) Where burial is made at place of demise or in a post cemetery, and other means are not available, the cost of digging grave may be paid by the Quartermaster's Department.

(8) *Pay for services of clergymen.*—Pay for services of clergymen at burials of enlisted men may be allowed when the services of a Navy chaplain are not available.

(9) *A reservist* who dies while on active duty is entitled to either funeral and local burial or transportation of the remains to the place designated by the next of kin in the United States. After delivery of the remains to the next of kin at the designated place, no additional expense of funeral, interment, etc., will be allowed by the Government. The expenses of preparation of remains, shipment, or local burial are payable from the appropriation "Care of the dead." (C. M. C. M. 5.)

18–81

(1) *Payment of reward.*—A reward not exceeding $50 will be paid for the apprehension, arrest, and delivery of a deserter, and one not exceeding $25 for the apprehension, arrest, and delivery of a straggler, when offered by the Major General Commandant, the commanding officer of a post, a recruiting officer, the commanding officer of a naval vessel, or a depot quartermaster. In special cases, when by reason of the distance to be traveled the amount of the reward would not compensate, transportation may be furnished, upon order of the Major General Commandant, to the civil officer for round trip for himself between place of arrest and place of delivery in addition to the reward.

(2) Payment of a reward for the delivery of a deserter is not authorized where no reward was offered prior to such delivery. However, in such a case the necessary expenses incurred in such delivery by the person making the same may be paid upon approval by the Major General Commandant. (20 Comp. 767.)

(3) Vouchers for payment of reward for the apprehension, arrest, and delivery of a deserter or straggler will be prepared in favor of the person complying with the terms of the offer of reward (a copy of which must be attached to the voucher), and will show the full name of the man apprehended, together with his rank, status (i. e., whether deserter or straggler), and place of delivery, and when and upon whom request for checkage of the amount of the reward against the pay of the deserter or straggler concerned has been made; e. g., "Request for checkage in this case made on Commanding Officer, Marine Barracks, Washington, D. C., 2 May, 1927, on Form NMC 698." (C. M. C. M. 1.)

(4) The amount of the reward paid and the cost of transportation furnished, or expenses of delivery paid, as authorized in this article, will be checked against the pay of the deserter or straggler concerned. Request for such checkages will be made on Form NMC 698.

(5) When a deserter surrenders himself to military authority upon advice of his attorney, the attorney is not entitled to reward offered for apprehension of deserters, his claim to such reward being incompatible with his duty to his client. (27 Comp. 482, November 20, 1920.)

18–82

(1) *Checkage of cost of transportation.*—The cost of the transportation of a deserter or straggler from place of his surrender or delivery to military control to his proper station, or to such place as the Major General Commandant may direct, shall be checked against his pay and the Quartermaster furnished with an itemized certificate of such checkage on Form NMC 698. The checkage will be limited to the cost of the transportation, including subsistence and transfers en route, furnished for the deserter or straggler himself. The following items of expense will not be checked against the pay of a deserter or straggler: Cost of subsistence furnished him at a recruiting station while awaiting transfer; cost of medical examination; cost of telegraphing or telephoning in connection with his apprehension or return; cost of transportation and subsistence furnished to guards. (C. M. C. M. 6.)

(2) The officer to whom a request for checkages on Form NMC 698 is addressed will acknowledge receipt thereof and report action taken to the Quartermaster as indicated on the form.

(3) Officers will be held pecuniarily responsible for losses sustained by the Government through their failure to request the checkage prescribed in this and the preceding article or their failure to comply with requests for such checkages.

(4) In case a deserter is discharged as unfit for the service, or for any other reason, without settlement of accounts, an itemized statement of all expense incurred will be reported on Form NMC 698, to the Major General Commandant, with request that the Paymaster, Marine Corps, be directed to check the amount involved against the pay account of the deserter concerned on the deserters' roll, and the original request for checkage, properly completed, should be subsequently transmitted to the Quartermaster.

18–83

(C. M. C. M. 6)

(1) ***Purchase of motor fuels, lubricants, etc., with or without State tax exemption.***—In purchase of motor fuels, lubricants, and antifreeze liquids the following standard forms have been adopted and will be used where purchasers are traveling on official business in Government-owned motor vehicles: Standard Form 44 (Motor-fuels tax-exemption certificate; Standard Form 45 (Motor-fuels tax-exemption identification card); and Standard Form 1066 (Receipt for purchases of motor fuels, etc.).

(2) In order to secure tax exemption in the purchase of motor fuels, etc., for official use, the purchaser must be properly identified by means of Standard Form 45, to be issued to him by the authorized issuing officer, and the issuing officer will take care that no unauthorized person obtains this form. The form will be requested from the Quartermaster, Marine Corps, in the same manner that transportation requests are now requested, and a strict record will be kept of such forms in numerical order. When the form has served its purpose for a certain person, it will be returned to the issuing officer for destruction unless it is contemplated that the holder will perform travel via Government-owned motor vehicles at a later date. Use of this form by officers, enlisted men, and civilian employees using their privately owned motor vehicles while traveling on offcial business for which they are reimbursed by law is unauthorized.

(3) Standard Form 1066, when properly accomplished, constitutes the record of the purchase of motor fuels, etc., procured for use in connection with transportation on official business. This form will serve the purpose of a receipt for payment made by individuals for motor fuels, etc., for which reimbursement is sought on an actual expense basis. The form or receipt should show the number of gallons purchased and the price paid therefor.

(4) In cases where the dealer will not accept Form 45 (Tax-exemption certificate) and the traveler is compelled to pay the State tax, receipts on Form NMC 867, in triplicate, should be taken therefor, these receipts to show the number of gallons purchased, the price paid therefor, the amount of tax included, and whether the dealers pay the tax direct to the State or to local authorities. The cash-payment voucher, Form NMC 727, supported by the receipt, should contain a notation of the facts with reference to the emergency conditions existing that require the payment of the tax, including the number of the receipt upon which purchase was made.

(5) Forms 44 and 1066 will be prepared simultaneously when payment is made for motor fuels, etc., on individual purchase. Form 44 will be given to the dealer, and Receipt Form 1066 will be filled in by the dealer and delivered to purchaser. The receipt will then be forwarded or delivered to the officer who advanced funds for the purchase, who will, if he is a disbursing officer, forward the receipts, attached to Form NMC 727, to the General Accounting Office with the account current for the period. If the officer who advanced funds for the purchase is not a disbursing officer, he will forward the receipts, attached to Form NMC 727, to the disbursing officer who advanced funds to him, and the disbursing officer will forward the receipts, attached to Form NMC 727, to the General Accounting Office with the account current for the period.

CHAPTER 19

UTILITIES

GENERAL PROVISIONS

19–1

Classification.—Central heating plants and steam distributing systems, power and electric generating plants and distributing systems, incinerators, laundries, refrigerating plants, and water-supply systems are classed as "utilities." Fuel and the supply and allowances of light are also included under this general head.

19–2

Operation.—Where utilities are Government owned, and operated as Marine Corps activities, the Quartermaster's Department is charged with their proper maintenance and operation.

19–3

Historical record.—At every post where utilities are owned and operated by the Marine Corps, there will be kept under the supervision of the post quartermaster, on authorized forms provided for the purpose by the Quartermaster, a complete permanent historical record of the buildings, system, and equipment pertaining to each utility. Any changes in such buildings, system, or equipment will be promptly recorded in the historical record and reported to the Quartermaster, Washington, D. C.

19–4

Cost accounting is essential to the efficient and economical operation and maintenance of any utility and will be employed in connection therewith in every case. Periodical reports covering operating and maintenance cost of plant will be made to the Quartermaster on authorized forms prescribed for that purpose.

19–5

Instructions for operation of power plants.—Officers in charge of the operation, maintenance, and care of utilities equipment will be governed by the instructions contained in Bureau of Yards and Docks Manual relative to operation and maintenance of power plants, which include central heating plants, electric lighting systems, refrigerating machinery, air compressors, and all auxiliary units in connection therewith.

FUEL AND HEATING PLANTS

19–11

Frequent inspections of all fuel-consuming apparatus and methods of firing will be made under the direction of the commanding officer with the view to preventing abuse of material and waste of fuel. Prompt action will be taken to fix responsibility in case improper care has been taken of such utilities. The responsibility for care of fires and fuel-consuming equipment in officers' or noncommissioned officers' quarters devolves upon the occupants of such quarters.

19–12

Cleaning of boilers, etc.—Whenever quarters are vacated, the heating boiler, range, stove, or furnace should be thoroughly cleaned and the stovepipe taken down and thoroughly cleaned. Most of the damage to furnaces being caused by permitting ashes to pile up under the grate or by allowing the water to become low in the boilers, great care should be exercised to prevent these errors.

19–13

Inspection in the spring.—In the spring, as soon as possible after the fires are out for the season, post quartermasters shall inspect the heating systems and immediately thereafter will submit estimates for the necessary repairs.

19–14

Draining of heating plants.—At the end of each heating season all heating boilers, both for steam and hot-water plants, and all piping, radiators, expansion tanks, etc., pertaining thereto, must be thoroughly drained. This can be done by opening blow-off valve at bottom of boiler. See that air valves are open. All radiator valves, as well as all valves on piping, must also be opened wide. All valves and cocks on water column of boiler to be left wide open. See that siphons of gauge and of damper regulator are properly drained. After being drained, a hot-water plant should be refilled.

19–15

Record of fuel received and issued.—The post quartermaster at each post will keep a record of the amounts of fuel of all kinds received from all sources and issued to each and every building or part of building for which a separate fuel allowance is authorized. A record of each sale made to persons authorized to purchase fuel will be kept. At each post, where required, a noncommissioned officer of suitable grade shall be designated for the specific duties of receiving and supervising the issue, sale, and use of all fuel at the post.

19–16

Allowances of fuel.—Officers occupying public quarters will be governed, regarding the allowance and issue of fuel, by Army Regulations and circulars, as published by the War Department from time to time, supplemented by orders and circulars from the Quartermaster's Department of the Marine Corps.

19–17

Fuel for cooking and heating water.—Each officer or enlisted man entitled to and occupying public quarters will be furnished at the expense of the United States with the quantity of fuel required to do the necessary cooking and heat the necessary water in the building to which assigned at a post or station, in accordance with allowances published from time to time. The allowances are cumulative for the entire fiscal year, or such portion thereof as the building concerned may be occupied. At the end of the fiscal year, fuel accounts shall be closed and excess issues paid for. Savings on allowances are not transferable to another post or station, nor from one building to another at the same post or station.

19–18

Sale of fuel.—Fuel may be sold to officers, including retired officers, and to members of the immediate family of an officer who is at sea or on a remote station where he is not occupying public quarters, when they reside at places where it can be conveniently done. Fuel will be sold to an officer, or immediate member of an officer's family, only on his certificate that it is for his personal or immediate family use. Any sale, exchange, or transfer whatever of fuel sold to an officer under the provisions of this article is forbidden.

19–19

Requisitions for fuel.—Post quartermasters will make requisition on the contractor for all fuel required. All fuel received will be taken up and accounted for on the property account.

19–20

Inventory.—Coal when received will be carefully weighed. Wood will be carefully piled or ricked, and measured. Both will be inspected as to quality. Every officer accountable for fuel, at the end of each quarter, or when transferring to a successor, will inventory the fuel on hand. If, as a result of the inventory, the quantity of fuel on hand is found to be in excess of the balance on hand as shown by the property account, the quantity in excess will be immediately taken up by the accountable officer on his property account.

19–21

Firing and care of heating boilers.—For the firing and care of heating boilers in barracks, officers' quarters, and messes at a post or station a sufficient number of enlisted men will be assigned.

19-22

Fuel for cooking and heating in tropics.—At posts or stations situated in the tropics, or for troops on expeditionary service, fuel for cooking and heating purposes will be issued in such amounts as may be considered necessary by commanding officers, who will exercise supervision to prevent waste or misuse.

19-23

Accounting for fuel.—All coal, wood, gasoline, kerosene, fuel oil or other fuel received at a post, whether procured under contract, purchased locally, or transferred from the Navy or other department, and which is a proper charge against the Marine Corps, should be taken up on the property account in similar manner as other property and expended therefrom on Form N. M. C. 754, "Monthly abstract of fuel and light expenditures," which form is the proper fuel-expenditure voucher to the property account. Fuel will not be expended from the property account until actually consumed.

19-24

At posts where there are public quarters occupied by officers or enlisted men of the Marine Corps the Form N. M. C. 754, "Monthly abstract of fuel and light expenditures," should be supported by Form N. M. C. 195, "Receipt for fuel and light furnished officers," which receipts should show the actual dates the quarters were occupied by the officer or enlisted men signing the same; also quantities of fuel and light used in such quarters.

19-25

Fuel for quarters occupied by officers and men of Navy.—All fuel furnished by the Marine Corps to quarters occupied by commissioned officers, warrant officers, and enlisted men of the Navy or other department should be invoiced at the end of each month to the department concerned, and such fuel should not be shown on Form N. M. C. 754, "Monthly abstract of fuel and light expenditures."

ELECTRIC CURRENT AND ILLUMINATING SUPPLIES

19-31

Installation.—No installation of electrical apparatus will be permitted unless the service connections, transformers, meters, and interior wiring are of suitable size and capacity, and the plant is capable of carrying the additional load.

19-32

Transformers must be kept free from the possibility of moisture entering the shell and should be frequently inspected to determine their condition.

19-33

The use of electric fans, flatirons, percolators, or other similar apparatus, of over 660 watts individual rating, in any officer's or noncommissioned officer's quarters is prohibited.

19-34

The use of electric current in lieu of fuel for cooking purposes will not be authorized at any post where the cost of electric current exceeds 4 cents per kilowatt hour.

19-35

(1) *Allowance for cooking ranges and water heaters.*—When electric cooking ranges or electric water heaters, or both, are installed, the allowance therefor will not exceed 400 kilowatt-hours per month.

(2) When electric cooking ranges only are installed and heating of water is done with coal, the proportional amounts of current and coal allowed will be determined by assuming that every 6.25 pounds of coal burned for heating water is the equivalent of 1 kilowatt-hour of electric current.

(2) *When electric fans,* flatirons, percolators, vacuum cleaners, or other similar apparatus are installed in officers' or noncommissioned officers' quarters, no additional allowance therefor is authorized. The current consumed by such apparatus must be a charge against the individual's light allowance.

19-36

Allowance for lighting.—Each officer or enlisted man entitled to and occupying public quarters at a post or station where electricity is installed will be allowed annually, at the expense of the United States, the amounts of electric current shown in the following table:

	Kilowatt-hours
Enlisted man	300
Warrant officer or pay clerk	400
Second lieutenant	400
First lieutenant	500
Captain	600
Major	700
Lieutenant colonel	800
Colonel	900
Brigadier general	1,000
Major general	1,100

19-37

For posts located on the Isthmus of Panama, or in the defenses connected therewith, the above allowances will be increased 100 per cent.

19-38

Allowance by months.—To ascertain the allowance for any month the following method will be used: For January, February, March, October, November, or December take 10⅓ per cent of the annual allowance; for each of the remaining months of the year take 6⅓ per cent of the annual allowance. For posts located in the Tropics take 8⅓ per cent for each month.

19-39

Payment for excess current used.—At the end of the fiscal year, or when officers change station, light accounts shall be closed and excess consumption paid for at the cost or contract price at the station where such excess occurred. Charges for electricity furnished by Government plants at which cost accounts are not available will be 6 cents per K. W. H. Savings on allowances are not transferable to another post or station.

19-40

Where electricity is not available for lighting purposes, the allowance of other illuminants will be as prescribed by Army Regulations and circulars published by the War Department from time to time, supplemented by orders and circulars from the Quartermaster's Department of the Marine Corps.

19-41

The number of lights, exterior and interior, and the hours during which they may be used at a post will be fixed and announced by the commanding officer. The number of such lights must be limited to the smallest number necessary for proper lighting, and the period of authorized burning of each light must be limited to the necessities of the case.

19-42

Meters.—In order to measure the amount of gas or electric current consumed, each officer's and noncommissioner officer's quarters will be provided with a meter. All meters shall be kept sealed with a lead seal, to prevent tampering by unauthorized persons, and these seals shall not be broken without the authority of the post quartermaster. The cost of installation and maintenance of electric lights, gas fixtures, or mineral oil lamps in officers' quarters, as in other public buildings at posts, will be borne by the Quartermaster's Department, as well as the rental of meters when necessary.

19-43

The allowance of oil lamps and mineral oil for buildings and grounds where gas or electricity is installed for lighting purposes is prohibited.

19–44

Electricity may be furnished to private interests operating at Marine Corps posts as follows:

(1) Tailor or barber shops.

(2) Commercial enterprises connected with post exchanges.

(3) Persons or organizations operating under revocable licenses, such as a hostess house, the American Red Cross, and other welfare organizations, provided the circumstances of the case warrant the granting of this privilege and the approval of the Major General Commandant has been obtained in each individual case. The electricity furnished under these provisions must be paid for by the consumer.

19–45

Electricity for quarters occupied by officers and men of Navy.—Electric current furnished by the Marine Corps to quarters occupied by commissioned officers, warrant officers, and enlisted men of the Navy or other department should be invoiced at the end of each month to the department concerned, and such current should not be shown on Form NMC 754–QM "Monthly abstract of fuel and light expenditures."

LAUNDRIES

19–51

Management.—Where a post laundry is maintained it will be under the control and supervision of the post quartermaster, who will arrange for the employment of the civilian and enlisted personnel necessary to operate the laundry, subject to the approval of the commanding officer and the Quartermaster.

19–52

The commanding officer will issue orders fixing the time and places for assembly of laundry for the various organizations at the post, its collection and distribution, and such other regulations, not in conflict with these instructions, as may be necessary for the systematic, economical, efficient, and sanitary operation of the post laundry. Other laundries, agencies, or persons will not be permitted to solicit or collect laundry from enlisted men stationed at the post. Enlisted men will be required to have their laundry work done at the post laundry, except where for purposes of instruction or other valid reason it is advisable to require or permit them to do their own washing.

19–53

Laundry slips (preferably in the form of tags), with a list of the articles usually comprising the laundry of the men printed on them, and having blank space for the name and address of the sender, will be provided for use of the patrons of the laundry and the use of them required.

19–54

Claims for lost articles of laundry must be made within 24 hours after laundry is returned. In the case of enlisted men only, the post quartermaster is authorized to replace any article of clothing issued to them by the quartermaster's department and lost in the post laundry, or to cause to be repaired, when practicable, any such article damaged in the laundry, the expense of such replacements or repairs to be charged to the operating expenses of the post laundry.

19–55

Laundry work for officers and their families.—Clothing, household linen, etc., belonging to officers and their families may be laundered in the post laundry as a matter of accommodation only, provided the capacity of the laundry permits of this being done; but while every reasonable effort will be made to prevent loss of or damage to such articles while in the hands of the laundry and its employees, the Government assumes no responsibility for any such loss or damage that may occur.

19–56

Price list.—A charge sufficiently high to cover all operating expenses of the laundry, and subject to the approval of the Quartermaster, will be made for all laundry work done. A price list will be prepared for the information of all concerned. Credit will be given the laundry for all services performed for the Government. The charges for laundry work done for enlisted men will be collected at the time the laundry is turned in by them, with the exception that in the case of those of the first pay grade, including chief petty officers of the Navy, the charge privilege authorized in article 14–61 (1) may be extended under the conditions and limitations specified therein. (C. M. C. M. 2.)

19–57

Record of operations.—The officer in charge of the post laundry will keep a set of books showing a complete and detailed record of the operation of the laundry, from month to month, all receipts and expenditures, persons employed, the capacity in which employed, and compensation paid them, and an account of Government work done. All funds received will be turned over to the post quartermaster, who will dispose of them in the manner prescribed for the disposition of funds derived from sales. Not later than July 10 each year the post quartermaster will submit to the Quartermaster a complete report of the operations of the post laundry for the past fiscal year. This report will show in detail the quantity, kind, and cost of supplies purchased and expended; character and cost of equipment procured and nature and sales value (if any) of equipment discarded and disposed of; cost of repair and maintenance of the equipment of the laundry; number, designation, and compensation of employees; amount of income for work done; and amount of work done for the Government for which no charge is made.

19-58

To obtain settlement for services rendered by the post laundry to other departments of the Government the procedure governing in cases of transfer of Marine Corps property to such departments will be followed.

REFRIGERATING PLANTS

19-61

Cold-storage and ice-making plants are installed primarily for the storage of perishable food suplies and for furnishing ice. Safe, reliable, sanitary, and economical operation of such plants is of the utmost importance. At posts where such plants are maintained the commanding officer will issue the necessary regulations to insure such operation.

19-62

Cleanliness in connection with the handling and storage of food being an essential condition, responsibility for the cleanliness of the storage spaces will be definitely established, and the regulations governing the operation of the plant must be strictly adhered to by all persons employed in it.

19-63

Water used.—It is important that the water used in the manufacture of ice be safe from the bacteriological and medical standpoint, as affecting health, and that it be agreeable to the taste. Where practicable, ice should always be manufactured from distilled water.

19-64

In plants using ammonia as a refrigerant, particular care must be exercised to prevent leakage and to provide protection in case of excessive leakage. Ammonia having a great affinity for water, convenient racks of hose with hydrant connections should be available in all plants for wetting down in case of serious escape of gas. Each plant should be equipped with gas masks for use in repairing leaks or applying water in case of serious breakage.

CHAPTER 20

ANIMALS, FORAGE, AND MOTOR VEHICLES

ANIMALS AND FORAGE

20–1

A descriptive book on public animals will be kept at all posts where they are in use by the officer accountable for them. It will contain a description of every animal received and transferred, showing the kind, sex, name, age, size, color, marks, brands, or other peculiarities of each; how and when acquired, and, if disposed of, in what manner, and the particular use to which applied.

20–2

Transfers.—When public animals are transferred the officer receiving them will be furnished with full and accurate descriptive lists by the invoicing officer. A complete descriptive list of each animal will be made at the time of purchase or acquirement, and will accompany each animal wherever transferred.

20–3

Alteration of tails or manes.—Any alteration in the length or shape of the tails, manes, or forelocks of public horses by docking, banging, or clipping is prohibited, and only such reasonable trimming and plucking as may be necessary to prevent shagginess of appearance is permitted.

20–4

Public animals that die of sickness, or are killed because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or, in absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer. In such case the action of a board of survey is not required, unless it appears that the condition of the animal resulted from fault or neglect; and in such case the investigation by the board of survey may follow the killing of the animal when its immediate destruction is made necessary to prevent contagion or to terminate suffering.

20–5

(1) *Veterinary instruments,* books, medicines, and supplies for the treatment of public animals and authorized private horses of mounted officers are furnished by the Quartermaster's Department. Requisitions will be limited to actual necessities. When necessary, the services of veterinary surgeons may be obtained by officers in charge of public and authorized private animals, proper vouchers to be rendered for services rendered.

(2) Post quartermasters will have charge of veterinary instruments, books, medicines, and supplies, and under the direction of the commanding officer will issue and expend such medicines and supplies in such quantities as may be necessary.

20–6

(C. M. C. M. 2.)

(1) *Forage rations* for horses and mules are divided into two classes, viz: The garrison ration and the field ration. The garrison ration will be issued at permanent and semipermanent posts, stations, and camps. The field ration will be used when animals are actually in the field on march or maneuver and where stabling facilities can not be furnished.

(2) *Classification of horses.*—For rationing purposes, horses are classified as small, light, and heavy, according to weight. Small horses are those of the native type used at stations in the West Indies, Central America, the Philippines, China, and other foreign stations. Light horses are those of the American or similar type weighing 1,150 pounds or less. Heavy horses are those exceeding 1,150 pounds in weight.

(3) *The garrison ration* for a small horse is 7 pounds of grain and 14 pounds of hay, for a light horse 10 pounds of grain and 14 pounds of hay, for a heavy horse 12½ pounds of grain and 15 pounds of hay, and for a mule 8 pounds of grain and 14 pounds of hay. The daily allowance of straw for bedding is 5 pounds for each horse and 4 pounds for each mule. The standard grain component in the ration is oats, corn, or barley.

(4) *The field ration* for a small horse is 9 pounds of grain and 14 pounds of hay, for a light horse 12 pounds of grain and 14 pounds of hay, for a heavy horse 14 pounds of grain and 16 pounds of hay, and for a mule 10 pounds of grain and 14 pounds of hay.

(5) *Substitutes and equivalents.*—(*a*) Not to exceed 3 pounds of bran may be substituted for a like quantity of grain, or one-half pound of linseed meal for 1 pound of grain. On foreign stations palay, copra meal, or any suitable native product may be substituted for the grain ration, and native grasses for hay, where a saving can be effected thereby or the standard components of the ration can not be obtained. In the field any recognized articles of forage may be substituted for the standard components of the ration when necessary.

Special classes of forage to meet special conditions may be procured and issued, upon the approval of the Quartermaster, provided the cost of the ration is not increased thereby beyond what it would cost to furnish the standard ration. In the issue of forage, 10 pounds of hay will be considered the equivalent of 15 pounds of corn fodder or grain sorghums.

(*b*) The commanding officer may, in his discretion, vary the proportion of the components of the ration, provided the cost of the ration is not increased thereby.

(6) *Supervision, reduction, and increase.*—Commanding officers will be held responsible for the proper supervision of feeding and care of forage. Advantage will be taken of grazing wherever proper facilities exist, and suitable measures will be taken to prevent waste, improper use of forage, and accumulation of excess forage. The forage ration will be used in such manner as to keep the animals in the best possible condition and not exceed the prescribed allowance. Reductions will be made in the grain component of the ration where little work is required of the animals. When suitable grazing is available, both the hay and grain components will be reduced. For idle animals in good condition or sick animals in good flesh the grain ration will be reduced fully 50 per cent. During periods of especially hard work or exposure, the grain ration may be increased, not exceeding 3 pounds.

20-7

The salt ration for horses and mules is 0.8 ounce per day, and will ordinarily consist of rock salt. Where rock salt is not available, common salt (preferably caked) will be issued. (C. M. C. M. 2.)

20-8

Procurement and expenditure.—Post quartermasters will procure forage from the local contractor, as required, in such quantities as will prevent loss from deterioration in storage. All forage received will be taken up on the property account, including that furnished by the contractor for officers' private mounts. Forage actually used in feeding and bedding public animals will be dropped from the property account monthly, on certificate of the issuing officer (see art. 22-17) showing the number of animals of each class subsisted during the period covered by the certificate and the number of days each animal was subsisted. Forage issued for an officer's private mount will be receipted for by the officer owning the animal, and the receipt will be the voucher supporting the expenditure of the forage from the property account. (C. M. C. M. 2.)

received will be taken up on the property account, including that furnished for officers' private mounts by the contractor, and forage issued will be expended on the certificate of the issuing officer.

20-9

(1) *For officers' mounts.*—Forage is furnished to mounted officers for the authorized allowance of horses actually owned and kept by them in the performance of their official duties, either when on duty in the field or at a military post or station. It will be issued only during the month when due. A major general or brigadier general is allowed three mounts, other mounted officers, two mounts. When a mounted officer does not own the full number of suitable serviceable mounts allowed, the number of forage rations furnished to him will be reduced accordingly. Officers requiring forage for their authorized private horses will submit a requisition therefor monthly, on Form N. M. C. 197, to the Quartermaster, a depot quartermaster, or a post quartermaster, as may be most convenient. The officer who is called upon to furnish the forage will issue it from stock on hand, if practicable. If impracticable to furnish it from stock on hand, he will order the forage from the contractor to be delivered at the stable where the animals for which it is required are kept. The requisition, duly receipted by the officer submitting it, will be the voucher supporting the expenditure of the forage so furnished.

(2) An officer serving as military or naval attaché abroad, if mounted, will be allowed forage if horses are actually kept.

(3) An officer shall not sell, nor allow to be sold, the forage issued for his own or the public animals under his charge; nor shall he use, dispose of, or permit to be used or disposed of, such forage, or any portion thereof, except for the purpose for which it was issued. Forage issued for a particular period and not consumed during the period will be taken up and properly accounted for.

(4) An officer may purchase forage for two horses kept for his own use, for which he will be charged cost plus overhead. This privilege may be extended to retired officers, provided such sales are limited to depots or stations at which contracts for supply of forage are made and deliveries under said contracts are in sufficient quantities to warrant the sales without detriment to the service, but no contracts shall be made for the sole purpose of procuring forage for sale to retired officers.

(5) Forage allowance continues at an officer's regular post of duty when he is on leave of absence or when he is on duty the nature of which necessitates temporary separation from his mounts.

20-10

Inspection.—Grain, hay, and straw when received will be carefully weighed and inspected as to quality. Every officer accountable for forage and straw, at the end of each accounting period, and also when transferring to a successor, will verify by actual weight or measurements the quantities on hand. In case of transfer, the verification will be made in the presence of the receiving officer.

HORSES FOR MOUNTED OFFICERS

20–11

Mounted officers will not use public horses and at the same time draw forage for those they own, except while on foreign service in countries from which horses are not allowed to enter the United States; nor will they use public animals except as authorized by regulations. Should circumstances render it necessary, an officer may be temporarily furnished with public horses.

20–12

Hire of mounts.—If a mounted officer is ordered temporarily from his proper station to another station on duty, or to expeditionary duty, which requires him to be mounted, a horse may be hired for him by the Quartermaster's Department, provided it is not advantageous to the Government to transport the mount of such officer, and as such is regarded as a public horse temporarily furnished within the meaning of the preceding paragraph. Mounted officers above the rank of captain, however, while at their proper stations are required to furnish at their own expense their horses and equipments for all purposes. (3 Comp. 478.)

20–13

(1) *Mounts for company officers.*—Officers below the rank of major who are required to be mounted will be furnished with one mount by the Quartermaster's Department in case they do not elect to provide themselves with suitable private mounts.

(2) Such public mounts will ordinarily be assigned one to the exclusive use of each officer and will be foraged, stabled, shod, groomed, watered, and furnished with veterinary treatment and medicine at Government expense. Authorized private mounts of officers will similarly at Government expense be stabled, shod, foraged, and supplied with veterinary treatment and medicine. Should the circumstances of service at a particular station cause the number of Government mounts available for use under this paragragh to fall below the number of officers entitled to such mounts under the law, the commanding officer will regulate the use of the public mounts actually on hand with due consideration for the service and the rights and duties of the individual officers concerned.

20–14

Forage and shelter.—An officer who keeps his horse in the immediate vicinity of the station where he is on duty does not lose his right to forage for such horse nor the shelter for same: *Provided*, There is not shelter in a Government stable available at the place where he is on duty or that the same was refused him by the Government: *Provided further*, That the cost of such shelter shall not exceed what it would have cost the Government at the officer's station. (16 Comp., 128.)

Horse Equipment

20–15

(1) The following articles will constitute a set of horse equipment for issue to officers below the grade of major required to be mounted, and will be required for and issued, in whole or in part, depending upon the conditions under which officers may be serving:

1 curb bridle, officer's model of 1909.
1 halter headstall.
1 halter strap.
1 saddle, officer's (McClellan or Whitman).
1 currycomb.
1 horse brush.
1 saddle blanket.
1 surcingle.
1 pair spurs, officer's.
1 pair spur straps, officer's, russet.
~~1 pair spur straps, officer's, black~~.
1 saddlecloth, blue (with insignia).
1 saddlecloth, field (with insignia).
1 horse cover, or horse-cover blanket, lined.

(2) If an officer below the grade of major provides himself with two suitable mounts, one additional halter headstall and halter strap and one additional horse cover or horse-cover blanket, lined, may be issued to him.

20–16

The Quartermaster's Department will provide and issue horse and mule shoes, nails, and smiths' tools and materials required for the service.

Motor Vehicles

20–21

(1) *Classification.*—The term "motor vehicle" will be construed to include trailers as well as vehicles driven under their own power. Motor vehicles will be carried on the Marine Corps property account under the following designations:

Ambulances, motor.—This is to include all motor-driven cars fitted with ambulance bodies.

Automobiles.—This is to include all passenger-carrying cars, other than ambulances, regardless of style and type of body, excepting delivery cars fitted with drop seats for passengers, which will be classed as trucks.

Cars, motor, armored.—This to include all cars armored and designed for use as fighting units.

Cars, motor-cycle.—This to include all types of cars designated for attachment to motor cycles.

Motor cycles.—This to include all motor cycles.

Trailers.—This to include all trailers designed as kitchen, freight, or water carriers to be drawn by motor-driven vehicles.

Tractors.—This to include all types of tractors.

Trucks, motor.—This to include all motor vehicles designed for carrying freight, regardless of capacity or type of body, including light delivery trucks equipped with drop seats for carrying passengers.

(2) *Different types to be shown on property account separately.*—Vehicles of different types, make, and capacity, in each of the above classes, will be carried on separate sheets of the property account, and the type, make, and capacity shown, as indicated by the following examples:

Ambulance, motor, White.
Automobiles, Dodge, touring.
Cars, motor, armored, King.
Cars, motor-cycle, parcel, Indian.
Cars, motor-cycle, rear, Indian.
Cars, motor-cycle, side, Indian.
Motor cycles, Indian.
Tractors, caterpillar, Holt, 5-ton.
Tractors, radio, White.
Trailers, automobile, 2-wheel.
Trailers, Troy, 3-ton.
Trucks, motor, White, 1½-ton.
Trucks, motor, fire, hose, and chemical, American La France.

20–22

Chassis and body received separately.—When the chassis and body of a motor vehicle are received as separate articles they will be taken up on the property account separately. Upon being assembled, the chassis and body will be dropped from the property account and the complete vehicle taken up under its proper designation by certificate.

20–23

(1) *Record to be kept of numbers, cost, and date of purchase.*—An accurate record of the Marine Corps number, the chassis number, the motor number, the cost, and the date of purchase of each vehicle on hand will be kept by the accountable officer on whose property account such vehicles are carried. Where only a small number of motor vehicles is on hand, this record will be kept in the column of remarks on the property account sheets on which the vehicles appear. Where the number of motor vehicles on hand is sufficiently large to warrant it, the record will be kept either in a book or on cards, in which case the date and source of receipt of each vehicle and the final disposition thereof, either by transfer, sale, or otherwise, will be shown on the record; also the name and address of the purchaser and the amount received in case of disposal by sale. The Marine Corps numbers of motor vehicles on hand will be stated on the certificate of balances of property on hand rendered to the Quartermaster. When the motor on a vehicle is replaced, the record of the motor number of such vehicle will be corrected accordingly and the Quartermaster notified of the changes and of the disposition of the old motor.

(2) *Data to be shown upon purchase, transfer, etc.*—When a motor vehicle is procured by purchase, or received from another Department of the Government, the Marine Corps number assigned to it will be noted on the voucher from which the vehicle is taken up on the property account. When a motor vehicle is transferred, surveyed, or sold, it will be designated on the invoice, request for survey, or account sales as it appears on the property account, and its Marine Corps number, chassis number, and motor number will be stated on those papers. In addition to the numbers the cost and date of purchase will be shown on the invoice or request for survey when a motor vehicle is transferred or surveyed.

(3) *Correction of improper designation on invoice.*—When a motor vehicle received by transfer is improperly designated or numbered on the invoice, the receiving officer should take it up under its proper designation and number and attach a memorandum of explanation to each copy of the invoice and receipt.

20-24

(1) *Records and reports.*—Accountable officers will keep an accurate record, in detail, of the cost of maintenance of each motor vehicle in their charge and render a monthly report thereof to the Quartermaster on Form 696a. Odometer readings on all motor vehicles in use will be taken daily and recorded on Form N. M. C. 696, on which will be also recorded the daily mileage and all gasoline, oil, and grease furnished each vehicle. Comparison of the consumption of gasoline, oil, and grease with the daily mileage will be made in order to ascertain whether proper results are being obtained.

(2) *Daily motor-vehicle record.*—A daily record of each motor vehicle in use will be kept on Form N. M. C. 696, as indicated on that form. A check should be kept on drivers to insure the correctness of this record.

(3) *Record of repairs and replacements.*—Care must be taken to record all repairs (including repairs to tires, tubes, and accessories), replacements, and improvements chargeable to one vehicle separate from those chargeable to another. All issues of spare parts, tires, tubes, tools, accessories, and paints and other materials for upkeep and repair of motor vehicles will be made on Form N. M. C. 734 (memorandum receipts bound in book form), in triplicate. The cost of each item issued will be shown on the original of the receipt, which will be filed in the motor-vehicle memoranda folder. The duplicate and triplicate will be used for property accountability and shop record purposes. A separate receipt will be used for articles issued each vehicle, and the number and designation of the vehicle noted thereon. When the cost price of an article issued is not known and can not be ascertained from records on file at the post, or by comparison with similar articles, request for instructions as to the price to be charged should be submitted to the Quartermaster.

(4) *The motor-vehicle memoranda folder* (Form N. M. C. 696d) will be used for filing together, in a readily accessible form, the daily motor-vehicle records, the receipts (Form N. M. C. 734) for parts, etc., issued, and all other data relating to the cost of repair, upkeep, and operation of the vehicle for which

the folder is made out, during the month indicated thereon. A separate folder will be used for each vehicle for each month.

(5) *The monthly motor-vehicle report* (Form N. M. C. 696a) will be prepared at the end of each month from the data filed in the motor-vehicle memoranda folders for the month, in accordance with the instructions printed on the back of the form. All motor vehicles on charge to the accountable officer rendering the report will be shown thereon, except those in dead storage at depots and posts where such storage is authorized. Motor vehicles in dead storage will be shown only on the report for the last month of each quarter, but should any such vehicle be removed from dead storage for temporary use during any other month it will also be shown on the report for that month.

(6) *The mechanical-inspection report* (Form N. M. C. 696c) will be prepared and handled in accordance with the instructions printed on the back of the form. Care must be taken to have the information furnished on this report accurate and complete in every respect. At posts not possessing facilities for the general overhaul of motor vehicles a mechanical-inspection report on vehicles needing such overhaul will be forwarded to the Quartermaster for necessary action, together with a requisition covering the need.

20–25

(1) *A motor-vehicle operator's permit* (Form N. M. C. 696e) will be issued to each enlisted man detailed for duty as an operator of a motor vehicle. This permit will be signed by the commanding officer, or an officer designated by the commanding officer for such duty, and will be issued only after the officer signing the permit has satisfied himself that the man to whom the permit is issued is fully qualified to operate motor vehicles and possesses the necessary knowledge of local traffic regulations. When an enlisted man holding such permit is transferred he will be required to demonstrate that he is familiar with the local traffic regulations at his new station before being permitted to operate a motor vehicle there. An enlisted man issued an operator's permit will be allowed to retain it throughout his enlistment unless revoked for cause. The issue of an operator's permit or the revocation thereof will be recorded in the service-record book of the man concerned.

(2) *Revocation of permits.*—Permits issued to operators who prove to be incompetent or unsatisfactory will be revoked.

20–26

Instruction of operators.—Every motor-vehicle operator will be carefully instructed in his duties, the rules and regulations affecting the operation of his vehicle, authorized speeds and loads, the care of his vehicle, and how to drive in a manner that will effect the utmost economy in fuel, tires, and brakes. He should be competent to make minor repairs and adjustments on the road, but should not be permitted to attempt to make any other repairs or adjustments unless he is a mechanic fully competent to do so. He will be instructed to see habitually, before leaving the garage, that his vehicle is in safe running condition, that the speedometer is working, that the radiator, gasoline tank, and oil reservoir are filled, that he has proper tools for emergencies, and a serviceable spare tire (if his vehicle is one that should carry it), and will be held responsible for failure to do so.

20-27

Responsibility of operators.—Every operator will be held responsible for the vehicle assigned to him, and for its equipment. He will also be held responsible for the proper operation, lubrication, care, cleaning, and washing of such vehicle. He will be required to report promptly any defects and mechanical troubles that develop in his vehicle, in order that repairs may be made promptly and the vehicle kept at a maximum of mechanical efficiency. He will also be required to keep all tools and accessories belonging to his vehicle in their proper place.

20-28

Loading.—The rated capacity of motor vehicles will not be exceeded, except in cases of emergency, to be determined by the officer in charge. In loading, consideration should be given to the character of the load and the fact that some bulky articles have little weight, while others are small in bulk, but heavy. Loading of motor vehicles should be supervised by a responsible person, particularly in convoy work, and care taken to have the load properly stowed and secured.

20-29

Operation.—Motor vehicles must be operated in a safe and economical manner. Heavy-duty trucks will not be used for transporting light loads, when it can be avoided. For light loads, delivery of baggage, etc., light delivery trucks will be used whenever available. In all cases the vehicle that will transport the load to be carried in the most economical manner will be used, except in cases of emergency that will not admit of delay. Care must be taken to operate trucks, particularly those equipped with solid tires, at a speed that will reduce wear and tear from road shocks to the minimum, especially on rough or unevenly surfaced roads. Straining of the motor of any vehicle by running up heavy grades in high gear, or otherwise, must be avoided. Care must be taken to prevent overheating of the motor, to see that the cooling system functions properly, and to prevent the water in it from freezing.

20-30

Speed limits.—The local speed limits for various classes of vehicles will be strictly observed. Governors of motor trucks will be set at the maximum speed permitted for them, according to their type and class, and the keys to the governors will be kept by the officer in charge of such vehicles. No tampering with the governors will be permitted, and whenever one fails to work properly it will be promptly repaired or replaced, as may be necessary. Motor trucks equipped with solid tires will not be driven at a speed exceeding 14 miles an hour, except in case of emergency.

20–31

Inspection and upkeep.—Motor vehicles will be subjected to rigid periodic inspections—daily as to lubrication and cooling system, weekly as to mechanical adjustments, and monthly there will be a general inspection. Any defects revealed by these inspections will be repaired promptly, in order that they may not develop into major defects involving expensive repairs and rendering the vehicle unavailable for use. So long as a vehicle operates regularly, and inspection does not show the need of any adjustments, tinkering with any of the mechanical parts or units thereof will not be permitted. When any repairs or adjustments are needed they will be intrusted only to a competent mechanic. Where a number of motor vehicles is operated the officer in charge of them will have a systematic inspection made at regular intervals to check up on the drivers and satisfy himself that all such vehicles are kept in repair and in good running condition.

20–32

Motor vehicles dispatched on detached service will be thoroughly inspected before their departure for such service and upon their return. Upon the return of the vehicles to their proper station, the officer or noncommissioned officer who had charge of them while on detached service will make a report to the post quartermaster or other officer in charge of motor transportation, showing in detail repairs and replacements made to the vehicles, as well as those necessary to be made, and any other information regarding the operation of the vehicles while on detached service that may be of interest to the officer to whom the report is made.

20–33

Lubrication.—Proper lubrication of motor vehicles being of the utmost importance, particular attention will be given to it by officers in charge of such vehicles. They will see that none but the proper kinds of oil and grease are used for the lubrication of the various parts of each type of vehicle, and that parts difficult of access are not neglected. The regular periods for the lubrication of the various parts of the vehicle, as shown on the lubrication chart thereof, will be closely followed; but when the vehicle is operated under other than average conditions of road, climate, or mileage, frequency of lubrication must be varied accordingly. When it is discovered that any part has been running without sufficient lubrication, it must be carefully inspected before further operation, in order to avoid additional damage. Drivers will be carefully instructed in this regard and a thorough check on lubrication kept.

20-34

Batteries and the electric system.—Batteries will be kept filled with distilled water to the proper level, and the connections thereon will be kept tight and free from corrosion. Care will be taken to prevent overcharging. All electrical connections will be kept clean and tight, and all wires properly insulated.

20-35

Brakes will be given particular attention. They must be kept in an efficient operating condition, and drivers carefully instructed regarding the proper use of them.

20-36

Lights.—Every motor vehicle will be provided with the kinds and number of lights required by local traffic regulations. These lights must be kept in good working order, and the headlights properly focused.

20-37

(1) *Accidents.*—The driver of every Government motor vehicle will be furnished with a driver's accident report card (Standard Form No. 26) which he will be required to carry upon his person at all times when on duty. He will also be required to study and familiarize himself with the instructions printed on the card and the information required to be entered thereon, in order that, in case of an accident, he may be able to take the proper action promptly and intelligently. Upon the occurrence of an accident in which the vehicle driven by him is involved, he will immediately obtain such of the required information as is available and enter it upon the card. This applies especially to the questions relating to the other vehicle, if any, involved in the accident, its owner, driver, license number, and damage sustained so far as may be determined by casual inspection, which should be as thorough as practicable. The names and addresses of witnesses to the accident should always be obtained before the driver leaves the scene of the accident. The nature of the damage to the Government vehicle, the filling in of the sketch, and answers to other general questions may be postponed until the driver reports to his station, where he should have the assistance of his immediate superior. In addition to the information required by the printed instructions on the card to be shown on the sketch, the position of and the course followed by a pedestrian or object involved, just before and at the moment of impact, objects in the vicinity, and any other information that will aid a clear understanding of the occurrence should be shown thereon. Upon the completion of the report, it will be immediately delivered to the post quartermaster or officer in charge of motor transportation, who will enter thereon the time of delivery, over his signature, in the space provided for the purpose. If the driver has an accident while proceeding from one station to another, and continues his trip, he will turn in the report card to the proper officer upon arrival at destination. If the driver of the vehicle is incapacitated by the accident and any

other member of the naval or military service or an employee of the United States is present and a witness to the casualty, the drivers report should be filled out and turned in by him. In addition to the foregoing, the requirements of local traffic regulations relating to accidents will be observed. A copy of this paragraph will be kept posted on the bulletin board in the garage for the information of all motor-vehicle drivers, who will be carefully instructed in the proper observance of the requirements thereof. (C. M. C. M. 3.)

(2) The driver's report of an accident will be promptly forwarded to the commanding officer of the post, who will detail an officer to investigate the case as soon as practicable after the accident, who will use Standard Form No. 27 in making his report. The investigating officer should examine the case before the meeting of the Board of Investigation, if one be appointed, but his investigation will be supplementary to and not in any way curtail the duties of the board. The investigating officer will interrogate all witnesses (by correspondence if not available for oral examination) and typewrite their statements from the information given by them. He will also thoroughly interrogate the driver of the Government vehicle and prepare a statement of facts as given by the driver. It is very important that all material facts be obtained, but if a board of investigation has been appointed, and it is deemed advisable, the completion of the report on Standard Form No. 27 may be postponed until after the meeting of the board, as new facts may be developed at its hearings. The instructions to investigating officers printed at the end of the form should be carefully read and strictly complied with. (C. M. C. M. 3.)

(3) Claims for damages arising out of the accident should be submitted by the claimants in writing direct to the Secretary of the Navy, and they should be so informed, but should a written claim of that kind be received at a post, it will be immediately forwarded to the Secretary of the Navy (Judge Advocate General) by indorsement. (C. M. C. M. 3.)

20-38

Disposition of unserviceable vehicles.—When a motor vehicle is brought before a board of survey, and its condition does not warrant the expense of repairing it, the board should recommend that it be either sold at auction or dismantled and the serviceable parts thereof salvaged, according to which of these two methods of disposing of the vehicle will be most advantageous to the Government. Dismantling for salvage should be done under the supervision of a competent mechanic who can be depended upon to salvage for stock and issue all usable parts, and avoid placing in stock parts that are not serviceable.

(2) When motor vehicles are brought before boards of survey with a view to their disposal by any means whatsoever, a copy of inspection report (N. M. C. 696c) on each vehicle will be attached to survey and all papers forwarded to the Quartermaster, Marine Corps, Washington, D. C., for approval before disposing of the vehicles in question. (C. M. C. M. 4.)

20–39

Classification of spare parts.—Spare parts for motor vehicles are classified as follows:

- (*a*) *Proprietary parts, class A.*—Parts that can be used only on the type and model of vehicle for which they are intended and produced only by the manufacturer of such vehicle.
- (*b*) *Proprietary parts, class B.*—Parts such as carburetors, ignition systems, vacuum tanks, etc., which are proprietary by reason of their special manufacture, but are not produced by the manufacturer of the vehicle for which they are intended.
- (*c*) *Common parts.*—Parts which are used in common on all or several makes, kinds, and types of motor vehicles.

20–40

(1) Requisitions for spare parts for motor vehicles will be prepared on Form N. M. C. 9, and will be submitted to the depot quartermaster designated in the annual Marine Corps Price List of Clothing, etc., in accordance with the instructions published therein.

(2) ***Requisitions for proprietary parts*** will show the number of vehicles for which the parts are intended in use at the post requiring them. A separate requisition will be submitted for proprietary parts for each type, make, or model of vehicle. Common parts will not be included on a requisition for proprietary parts, neither will proprietary parts be included on a requisition for common parts.

(3) ***Requisitions for common parts*** will show the total number of vehicles on hand for which the parts are required. All common parts required will be

called for on one requisition, regardless of the number of different types of vehicles on which they are to be used.

(4) *Information to be shown on requisitions.*—Requisitions from posts carrying motor-vehicle parts in stock must show opposite each item the quantity on hand and the quantity used during the past six months. The following list shows the common parts generally used on motor vehicles and the information that must be given on requisitions therefor:

Article	Information to be furnished
Batteries, storage	Voltage, size, terminals, and name, type, and make of vehicles for which required.
Bearings, ball	The manufacturer's number as stamped on the bearing, or truck part number if manufacturer's number is not known.
Bearings, roller	Whether straight or tapered bearing; the manufacturer's number, or truck part number if manufacturer's number is not known.
Bolts, nuts, and cap screws	Size in lengths and diameter, United States standard or Society of Automotive Engineers' thread; nuts, hexagon, castellated, or plain.
Brake lining	Length, width, and thickness.
Bushings, bronze and brass	Size, outside diameter, inside diameter, length over all; if special, state truck part, number, and designation.
Cable, ignition, lighting, and starting motor.	Length in feet; terminals to be asked for separately; lighting cable, gauge, one or two conductors.
Cotter pins	Assorted sizes, or special diameters and lengths desired.
Gaskets, copper-asbestos, round	Inside and outside diameter.
Gasoline line tubing	Outside diameter and length without connections; connecting unions to be asked for separately.
Grease cups	Size; if special, show truck part, number, and designation.
Pistons and piston rings	Size, standard or oversize; make, type, and model of vehicle for which required.
Radiator hose	Size and lengths.
Radiator hose clamps	Size.
Spark plugs	Size; if special, state make, type, and model of vehicle for which required.
Springs	Size; designation; whether rear or front, and make, type, and model of vehicle for which required.

Article	Information to be furnished
Taper pins and clevis pins	Size of taper pins and size of openings and yoke of clevis pins.
Valves and valve springs	Exhaust or intake; make, type, and model of vehicle for which required.
Washers, lock and plain	Size.

When other common parts are required they must be described on the requisition in sufficient detail to permit of ready identification of the parts desired.

20–41

Instructions issued by the Major General Commandant and the Quartermaster relating to motor vehicles and motor transportation will be promptly published to all persons concerned and steps taken to have them carried out. Such instructions should be kept filed together, so far as practicable, for ready reference.

CHAPTER 21

BUILDINGS, QUARTERS, AND FURNITURE

BARRACKS AND QUARTERS

21–1

Inspection when private buildings or lands vacated.—When private buildings occupied as barracks or quarters or lands occupied as encampments are vacated the commanding officer and post quartermaster will make an inspection of them, and the latter shall report, through the prescribed channels, to the Quartermaster their condition and any damage which has resulted to them by reason of such occupancy.

21–2

(1) *Numbering of quarters.*—Post quartermasters shall have the officers' quarters at every post located outside of a navy yard or naval station boundary designated by numbers, the various rooms therein to be designated by name, except the chambers, which are to be numbered, viz: "Quarters No. 1, Parlor," "Quarters No. 1, Chamber No. 1," etc. Regardless of its location relative to other quarters, the quarters of the commanding Marine officer shall be designated as quarters No. 1, other quarters to be consecutively numbered. Bachelor officer quarters, flats, apartments, or suites located in the same building will be designated by the proper number, followed by a further designation by letter for each flat, suite, or apartment located in the building, viz: "Quarters No. 8—Apt. A," "Quarters No. 8—Apt. B," etc., the abbreviation "Apt." to be used in all cases instead of "flat," "suite," or "apartment." In case of double quarters where two sets of adjoining quarters are located in the same building, each set will be given a separate number.

(2) Where the post lies within the boundary of a navy yard or naval station, the letter "M" shall be prefixed to the existing designating numbers of quarters, barracks, and other buildings of the post, and such numbers and letters shall not be changed.

21–3

(1) *Payment of water bill.*—Officers occupying public quarters supplied with water will be required to reimburse the department supplying the service for the

cost of same in accordance with bills rendered by the head of such department. Keys of the meters will be kept in the possession of the post quartermaster, who will collect monthly from each officer the cost of the water used in the quarters. The money so collected will promptly be transmitted to the accounting officer of the navy yard or station to be credited to the proper appropriation, together with a statement giving the names of the officers, the amount of water consumed by each, the rate charged, and the amount collected therefor from each. The post quartermaster will execute the usual receipt for the water so transferred, and the accounting officer will receipt on each copy of such bill, on the reverse side thereof, for the money so turned over to him indicating the appropriation credited and the month during which the same was taken up by him. The transaction will then be closed by a transfer of funds in Washington. (16 Comp. 565.)

(2) Payment for such service furnished for barracks use will be effected by the Quartermaster by a transfer of funds in the Treasury on proper vouchers from the head of the department supplying the service, with a certificate thereon by the post quartermaster that the service has been rendered as charged.

(3) In cases where water is furnished by private concerns the officers occupying such quarters will make payment to the company either direct or through the post quartermaster.

(4) The Quartermaster's Department will furnish and install water meters in all public quarters where payment for water is based on meter readings.

21–4

A room may be set aside at a post as a mess room when a sufficient number of its officers unite in a mess.

21–5

Permanent or temporary exterior or interior alterations, modifications of or additions to barracks, officers' quarters, or other public buildings will not be made without the authority of the Quartermaster.

21–6

Enlisted men on duty where quarters in kind are not furnished will be granted allowances as prescribed in Executive order. (See art. 14–96.)

21–7

(1) *Issue of lye and soap for quarters.*—The commanding officer may, when necessary, order the issue of four cans of concentrated lye and six cakes of scouring soap per month to each company, one-half that quantity to each band, and such quantity as may be necessary for each building heated by the Government and not thus provided for. The use of concentrated lye upon the floors and woodwork of modern barracks, kitchens excepted, is forbidden.

(2) The issue of laundry soap for kitchen and general cleaning purposes is authorized on a daily basis of 4 pounds per 100 men. Candles, auto soap, saddle soap, salt-water soap, and other cleansers may be issued in such quantities as may be necessary, on approval of the commanding officer. Such soap, candles, and cleansers, when issued in accordance with the above, will be dropped from the property returns of the accountable officer on certificate of the issuing officer, duly approved by the commanding officer.

21–8

(1) *Repairs.*—Post quartermasters before submitting to the Quartermaster requests, recommendations, or requisitions concerning repairs, alterations, additions, or improvements to public buildings, grounds, roads, and other public works, including new construction or extensive repairs or alterations to machinery, plumbing, heating systems, etc., where the work can not be performed by enlisted labor, will obtain from the public works officer a written estimate of the cost involved; also, when the work contains any architectural or engineering features or involves an expenditure exceeding $1,000, the written estimate of the public works officer should be accompanied by a plan, sketch, or blue print. These instructions will be complied with whether it is intended to have the work done by civilian contract or by the Public Works Department.

(2) In forwarding to the Quartermaster requests, recommendations, or requisitions covering work mentioned in above paragraph, the post quartermaster will attach a copy of the estimate furnished by the public works officer, also a copy of the plan, sketch, or blue print (if any) and will make recommendation relative to the method of having the work performed, viz, by the Public Works Department or by civilian contractor.

(3) The class of projects mentioned in above paragraph will ordinarily be submitted to the Quartermaster in the form of a letter or indorsement, explaining in detail the purpose and necessity of the work involved, and accompanied by the data mentioned in paragraph (2), but where such projects are shown on open-purchase requisitions the requisitions should be accompanied by the data mentioned in paragraph (2).

21–9

In cases of minor emergency repairs to machinery, plumbing and heating systems, etc., when it is intended to have the work done by the Public Works Department, where an annual allotment for this purpose has not been authorized, the matter should be referred to the Quartermaster by letter or telegram, requesting an allotment of the necessary funds and stating the nature and necessity of repairs and that work is to be performed by Public Works Department.

ASSIGNMENT OF QUARTERS

21–21

Law governing.—The assignment of quarters is governed by the law and Executive order quoted in article 26–38.

21–22

By whom made.—The assignment of marine quarters at a post or station will be made by the commanding officer of marines, who is the competent superior authority for that purpose. (N. R. 1819.)

21–23

(1) ***When and how made.***—When an officer reports for permanent duty at a post or station where there are public quarters, the commanding officer will immediately, in writing, assign the officer adequate quarters, if available, as determined under the provisions of article 21–24, and will indorse on his original orders, at the time of reporting, the fact that adequate quarters were assigned, effective from date of reporting (or other effective date) ; or, if there are no adequate quarters available, will likewise indorse thereon the fact that no adequate quarters are available for assignment. (C. M. C. M. 1.)

(2) A certified copy of such orders, bearing such certificate of the commanding officer, will be filed with the first voucher for pay and allowances thereafter submitted. (C. M. C. M. 1.)

(3) Public quarters at a post or station will be considered as not being available only when all the quarters at a post or station are assigned to officers or noncommissioned officers authorized to occupy them.

21–24

(1) ***Conditions governing.***—In determining the adequacy of quarters the commanding officer will give due consideration to the rank of the officer and to the number, age, and sex of dependents, if any.

(2) If the quarters for assignment to the commanding officer personally are considered by him to be inadequate, the facts will be reported to the Major General Commandant, or in the Department of the Pacific to the department commander, for final determination and assignment.

(3) An officer is entitled to only such quarters, not exceeding his maximum, as may be assigned to him, whether three rooms, two rooms, one room, or a tent.

(4) At all posts and stations where, in the opinion of the commanding officer, the quarters are sufficient for the purpose, the following will govern their assignment and occupancy:

(*a*) Where, in the opinion of the commanding officer, it is desirable for the efficiency of the post that field officers and permanent or acting staff officers should live in public quarters, he may assign quarters to such field officers and permanent or acting staff officers, such assignment, when once made, to be permanent during the period these officers are attached to the post, except as otherwise provided in article 21–28, such permanency to be irrespective of a change of commanding officers. Should, however, the commanding officer consider it more advisable to have officers other than field and permanent or acting staff officers occupy quarters in the post, the quarters hitherto occupied by such field and staff officers may be assigned to other officers when vacated by the field and permanent staff officers upon the expiration of their duty at the post.

(*b*) Subject to the foregoing paragraph, quarters for other officers at a post will be assigned according to rank, so far as practicable. Assignments of quarters to officers having once been made, these officers will not be disturbed in their occupancy thereof, except as provided in article 21–28. When necessary to displace an officer, the junior officer occupying quarters adequate and proper for the rank of the officer reporting will be the one to be displaced. The particular rooms which constitute a set of quarters will be designated by the Quartermaster. Officers will not be assigned rooms belonging to different sets.

(5) An officer will not occupy more than his proper allowance of quarters except by permission of the commanding officer, and only when there is an excess of quarters at the station. Such occupancy will be regarded as temporary and the fact reported to the Quartermaster.

(6) Any quarters at his permanent station voluntarily accepted and occupied by an officer who has no dependents or by an officer with his dependents shall be conclusively presumed to be adequate.

(7) Any quarters at the permanent station of the officers involved voluntarily occupied jointly by two or more officers having no dependents; jointly by two or more officers with their dependents; jointly by an officer without dependents and an officer with his dependents; jointly by an officer and the dependents of another officer; or jointly by the dependents of two or more officers, shall be conclusively presumed to be adequate for the occupancy of such officers or of such officers and their dependents. If the quarters so jointly occupied were previously assigned to one of the officers, the assignment to the one officer will be terminated and a joint assignment made. A joint assignment of quarters shall be terminated in so far as any particular officer is concerned when that officer (with his dependents, if any) ceases to participate in the joint occupancy of such quarters.

(8) No commanding officer shall permit any officer, while in a rental-allowance status, or the dependents of any such officer, to occupy jointly with another officer quarters assigned to such other officer, except for brief visits.

21–25

Appeals.—Any officer may appeal to the Major General Commandant, or in the Department of the Pacific to the department commander, if he feels that the commanding officer has not properly determined his case, and the Major General Commandant or department commander, as the case may be, will confirm or change the assignment made by the commanding officer in such case.

21–26

Temporary duty.—Every officer on reporting for temporary duty at a post or station where there are public quarters not needed for assignment to officers on permanent duty thereat may be assigned public quarters, but no officer unaccompanied by dependents will be permitted to occupy as quarters at a post or station, other than his permanent station, more than one room and bath.

21–27

Reassignment to officers required to vacate quarters.—Every officer deprived of his quarters under any conditions other than those stated in (a), (c), and (d) of article 21–28 will be immediately assigned other adequate quarters, if available, as determined under the provisions of article 21–24.

21–28

Termination of assignment.—An officer's assignment of quarters at his permanent station shall be terminated in writing by the officer chargeable with making assignment of quarters thereat, the actual date of such termination in no case to be earlier than the date of vacation of such quarters, and shall be terminated under the following conditions only, except as provided in article 21–24 (7):

(*a*) When the post or station ceases to be the permanent station of the officer concerned.

(*b*) When, on his departure from his permanent station either on temporary duty, to hospital for observation or treatment, on leave of absence, or on sick leave, under orders to relieve him from duty at his permanent station during or at the termination of his absence, unless the officer files a request to the contrary.

(*c*) When orders are received for an officer absent from his permanent station on temporary duty, in hospital, on leave of absence, or on sick leave, relieving him from duty at his permanent station, during or at the termination of his absence, unless the officer or his authorized agent files request to the contrary.

(*d*) When, upon the recommendation of the commanding officer and with the approval of the Major General Commandant.

FURNITURE AND QUARTERS

21–41

Accountability.—Post quartermasters will account for each article of furniture provided by the Government in the quarters and offices occupied by the commanding officer and the officers under his command, in accordance with instructions contained in chapter 22, with such modifications as to arrangement of items on the property account as the Quartermaster may authorize in special cases.

21-42

Marking furniture.—No article of furniture shall be removed from the quarters for which intended without permission from the post quartermaster, and the furniture placed in each room will be distinctly marked as follows: Parlor furniture, P; dining-room furniture, D; hall furniture, H; bathroom furniture, B; kitchen furniture, K; chamber furniture, C 1, C 2, C 3 (according to the number of the room); pantry, Py; laundry, Ly; library, L, etc., unless otherwise authorized by the Quartermaster.

21-43

Inspection of quarters.—When quarters are to be allotted, an inspection of them will be made by the post quartermaster, and in case other than minor repairs and improvements are advisable, a board of survey will be requested to determine the work to be done and the cost thereof.

21-44

Memorandum receipts for furniture.—Itemized memorandum receipts of all the furniture in the quarters about to be occupied by them will be required from all officers and given to the post quartermaster. On this receipt the condition of each piece of furniture and of the woodwork, walls, and ceilings will be accurately stated, any defects, such as broken chair rungs, marks on tables from hot dishes, ink spots on carpets, etc., being carefully noted. The officer taking quarters should retain a copy of this receipt. Officers are advised carefully to inspect the condition of the quarters assigned and their contents previous to signing the receipt, and to see that all defects, both of furniture and woodwork, walls, and ceilings, are noted thereon, as they will be held strictly responsible for any damage to quarters and furniture during their occupancy not due to ordinary wear and tear.

21-45

Responsibility for damage.—Officers are held responsible that quarters occupied by themselves shall not sustain any damage beyond the ordinary wear and tear during such occupancy; and for any damage due to carelessness, willfulness, or neglect, or other avoidable cause, the officer occupying the quarters shall be responsible. Neglect by any officer or enlisted man to take proper care of rooms or furniture used by him is a military offense.

21-46

(1) *Inventory and survey of furniture and quarters.*—When an officer is to be detached or leaves his quarters, or at such other times as the commanding officer deems advisable, a board of inventory and survey will be convened to inventory and inspect all articles of furniture in the quarters and to examine woodwork,

walls, and ceilings, reporting in duplicate on form N. M. C. 194 their condition at that time, and making recommendations as to any repairs or replacements necessary. Prior to inventory, each article of furniture will be placed in the room in which it belongs. The last occupant will deliver to the board every article issued to him on memorandum receipt; any missing article must be accounted for, and upon complete delivery, as specified, memorandum receipt will be canceled. Original report, with copy, shall be forwarded via the post quartermaster and commanding officer to the Quartermaster, except as indicated in article 17–125. When accomplished report shows quarters, furniture, and so forth, in good or serviceable condition, and contains no recommendation as to repairs or replacements, the original only will be forwarded to the Quartermaster, copy being retained in the office of the proper accountable officer.

(2) In describing condition of furniture, the following terms will be used by board: "Excellent," "Serviceable," or "Unserviceable," the latter followed by a statement of condition rendering article unserviceable, such as "Broken," "Torn," "Worn out in service," etc. In describing condition of woodwork, walls and ceilings, the following terms will be used: "Excellent," "Good," "Fair," or "Bad," the two latter designations to be followed by an explanation in case the board recommends repairs, painting, plastering, or papering.

(3) If any article of furniture is missing, the board will state who was responsible for same when loss occurred and whether he should be held pecuniarily liable. If any article of furniture is unserviceable or has been damaged, the board will state whether same should be repaired or replaced, with estimate of cost; also whether responsible party should be held pecuniarily liable and to what extent. Officers occupying public quarters will not be relieved of the responsibility for damage to furniture and quarters, unless it is clearly shown that such damage was caused by ordinary wear and tear and was not due to carelessness, willfulness, or neglect on the part of the occupants of the quarters.

(4) If woodwork, walls, or ceilings have been damaged or defaced by nails, screws, or otherwise, the board will state in whose charge the quarters were when damaged, with amount, nature, and estimated cost of repairs necessitated thereby, and whether he should be held pecuniarily liable. If woodwork, walls, or ceilings require repairs, painting, plastering, etc., the board will state in detail where required and extent of work, and recommend whether work should be performed by post labor, by Public Works Department, or by outside contractor. If of opinion that work should be performed by Public Works Department, the board will obtain an estimate from the public-works officer and incorporate same in report and state how obtained.

(5) In the event that repairs to furniture or quarters are necessary, or new furniture should be purchased, open-purchase requisition, if required, should be submitted by the post quartermaster and accompany form N. M. C. 194.

21–47

No article of furniture will be sold or destroyed except upon the recommendation of a board of survey duly approved.

21–48

Furniture finished in the natural wood, or in imitation thereof, and polished, varnished, enameled, or lacquered furniture will not be painted without specific authority from the Quartermaster. Requests for such authority, and recommendations of boards of survey that such furniture be painted, will state in detail the reasons therefor. (C. M. C. M. 2.)

CHAPTER 22

PROPERTY ACCOUNTABILITY

PROPERTY ACCOUNTS AND RETURNS

22-1

(1) *The property account.*—The property account consists of loose leaves fastened in binders provided for the purpose, the following blank forms being used for the leaves: Form N. M. C. 750, Index of vouchers; Form N. M. C. 748, Marine Corps property account; and Form N. M. C. 749, Marine Corps property account (furniture, typewriters, etc.). In opening a property account all property account sheets, Forms N. M. C. 748, 749, and index Form 750 must be typewritten. All entries thereafter may be made with indelible pencil, pen, or typewriter. When necessary to take up on the property account articles that have not previously been taken up, new property account sheets must be prepared as described above. The property account of an accountable officer remains at the post or with the organization to which it pertains, and a duplicate of it is kept in the office of the Quartermaster of the corps. It is therefore necessary that all vouchers to the property account be in duplicate, one copy for the Quartermaster and one for the accountable officer concerned, as explained hereinafter.

(2) *Classification of property.*—Articles carried on the property account will be classified under the following heads:

Class 1. Clothing.
Class 2. All articles other than those belonging to classes 1 and 3.
Class 3. Furniture, typewriters, adding machines, duplicators, and similar labor-saving devices for office use; band instruments, music stands, and similar equipment for bands.

(3) *Arrangement of leaves.*—The loose leaves of the property account will be placed in the binders in the following order:

(*a*) Index of vouchers.
(*b*) Those pertaining to articles in class 1, in alphabetical order.
(*c*) Those pertaining to articles in class 2, in alphabetical order, except as provided in article 22-30.
(*d*) Those pertaining to articles in class 3, in the order prescribed in paragraph 28 of this article.

(4) *Index of vouchers.*—The index of vouchers will be kept in duplicate. The original will be filed with the property account. The duplicate, which must be clean and distinctly legible, will be forwarded to the Quartermaster with the certificate of balances. At the top of each sheet will be entered the name of the station, ship, or organization, and the accounting period covered by the index. If a full period, insert the date of the last day thereof after the printed words "Period ending," for example, "Period ending June 30, 1919." If only a part of period is covered by the index, as in the case of change of accountable officers during the accounting period, insert the word "Part" before the printed words "Period ending" and the date of the last day of the part period after them. For example, the part period from January 1, 1919, to March 20, 1919, will be designated as "Part period ending March 20, 1919," and that from March 21, 1919, to June 30, 1919, as "Part period ending June 30, 1919." Vouchers will be entered on the index of vouchers in numerical order, each entry showing the number, date, and briefly the nature of the voucher, i. e., to whom transferred, if it is a receipt for property transferred; from whom received, if it is an invoice of property received; Survey approved (*giving date*); Statement of charges; Open-purchase voucher; Certificate of expenditures; etc., as the case may be. In the case of a receipt from, or invoice to, a depot, brigade, regimental or battalion quartermaster, the post quartermaster or the commanding officer of a post, the commanding officer of a company, or the commanding officer or the noncommissioned officer in charge of a marine detachment aboard ship or elsewhere, the official designation of the office or the post or organization, rather than the name of the officer or noncommissioned officer concerned, will be entered on the index of vouchers, abbreviated in the manner shown in the following examples:

Designation in full	Abbreviate to—
Depot Quartermaster, U. S. Marine Corps, Philadelphia, Pa	D. Q. M., Phila., Pa.
Regimental Quartermaster, First Regiment, U. S. Marines, Marine Barracks, Navy Yard, Philadelphia, Pa.	Q. M., 1st Regt.
Battalion Quartermaster, First Battalion, First Regiment, U. S. Marines, Culebra, V. I.	Q. M., 1st Bn., 1st Regt.
Post Quartermaster, Marine Barracks, Navy Yard, Norfolk, Va	M. B., Norfolk, Va.
Post Quartermaster, Marine Barracks, Navy Yard, Washington, D. C	M. B., N. Y., Wash., D. C.
Commanding Officer, Marine Detachment, U. S. S. Florida	M. D., U. S. S. Florida.
N. C. O. in Charge, Marine Detachment, U. S. Naval Hospital, Chelsea, Mass.	M. D., N. H., Chelsea, Mass.
Supply Officer, Navy Yard, Norfolk, Va	S. O., N. Y., Norfolk, Va.
Supply Officer, U. S. S. Ohio	S. O., U. S. S. Ohio.
N. C. O. in Charge, Marine Detachment, U. S. Naval Radio Station, Belmar, N. J.	M. D., N. R. S., Belmar, N. J.
Officer in Charge, U. S. Marine Corps Recruiting Office, Boston, Mass	R. O., Boston, Mass.

(5) *Manner of taking up articles of classes 1 and 2.*—A separate "Marine Corps Property Account" sheet (Form N. M. C. 748) will be used for each article carried on the property account under classes 1 and 2. In the blank space after the word "article" printed at the bottom of the sheet will be entered the name of the article. If the article consists of two or more words, the distinctive noun will appear first, with the exceptions hereinafter stated, for example:

Hats, field.
Trousers, service, summer.
Belts, cartridge, rifle.
Carriers, shovel, intrenching.
Cases, oiler and thong.
Cloths, saddle, field.
Desks, field.
Harness, wagon, wheel, double.
Lights, flash, electric.

(6) *Books.*—Books of all kinds will be entered as "books," followed by the full title as it reads, and the leaves arranged in alphabetical order in their proper place in the property account under "B" in class 2; for example: United States Army Regulations, 1913, will be taken up as "Books. United States Army Regulations, 1913." When there are likely to be two or more books of similar title by different authors, the name of the author should be given in parenthesis, thus: "Books. Private's manual (Moss)."

(7) *Articles varying in type, etc.*—Rifles, pistols, machine guns, radio sets, searchlights, gun carriages, gun mounts, field glasses, telescopes, range finders, and similar articles of different calibers, types, marks, or models, and accessories pertaining to them, will be entered on separate sheets and described sufficiently to permit of ready identification. Examples:

Carriages, 3″ landing gun, Mk. I.
Carriages, 4.7″ gun, Mk. I.
Guns, 5″, 50 cal., Mk. II.
Guns, 5″, 40 cal., Mk. III.
Glasses, field, type A.
Glasses, field, type EE.
Rifles, cal. .30, 1903.
Rifles, cal. .30, 1917.
Scabbards, bayonet, 1903 rifle.
Scabbards, bayonet, 1917 rifle.

(8) *Draft vehicles.*—Wagons, carts, and other horse-drawn or hand vehicles of different types will be shown on seperate sheets, for example:

Carts, dump.
Carts, garbage, steel.
Carts, hand, wire, with reel.
Wagons, delivery, one-horse.
Wagons, escort.
Wagons, farm, Studebaker, two-horse.

(9) *Motor vehicles* (see arts. 20–21 to 20–23).—Motor vehicle tires, tubes, tire rims, and accessories, such as lamps, horns, jacks, tools, tool kits, etc., are not expendable. Those actually in use on the vehicle and constituting part of its regular equipment are considered as being part of the complete vehicle itself, and will not be accounted for separately, but those kept on hand for replacement purposes must be carried on the property account separately according to kinds, size, and type, and when issued for use to replace a similar article worn

out or lost, the article so replaced should be brought before a board of survey in order that the article issued from stock may be dropped from the property account. In preparing requests for survey in such cases, the article to be surveyed will be valued at the same unit price as the article issued from stock to replace it.

(10) *Spare parts.*—Spare parts for rifles and pistols (except barrels and receivers), guns, motor vehicles, radio sets, machines, etc., will be taken up as "Parts, spare," followed by the designation of the articles to which they pertain, the individual spare parts not to be enumerated, for example:

Parts, spare, pistol, cal. .45.
Parts, spare, rifle, cal. .30, 1903.
Parts, spare, automobile, Ford, touring.
Parts, spare, truck, motor, Packard, 3-ton.

(11) *Consolidation of similar articles.*—Articles of identical use but manufactured in a variety of styles and sizes, and under many different trade names, particularly tools and hardware, will not be taken up separately according to sizes, trade names, or minor differences in make and shape, but should be consolidated under one head as "Assorted," this term to be understood to mean "miscellaneous kinds and sizes," for example:

Awls, stitching, asstd.
Bits, brace, asstd.
Bits, gimlets, asstd.
Bolts, asstd.
Chisels, wood, firmer, asstd.
Chisels, cold, asstd.
Files, asstd.
Hasps, hinge, asstd.
Hinges, asstd.
Nails, wire, asstd.
Rope, asstd.
Screws, wood, asstd.
Screw drivers, asstd.
Wrenches, monkey, asstd.
Wrenches, pipe, asstd.
Wrenches, machinist's, asstd.
Wrenches, socket, asstd.

Thus, when two firmer chisels are purchased, one ¼-inch and one ½-inch, they should both be taken up as "Chisels, wood, firmer, asstd.," instead of making a separate sheet for each. Similarly, when, for instance, a hatchet is purchased that has a special trade name and is of a different shape from the hatchets usually issued to the service, but is intended for the same general purpose, it should be taken up under the head of "Hatchets"; claw hammers of all makes and sizes should be taken up as "Hammers, claw," etc., the object being to avoid loading the property account with unnecessary headings.

(12) *Lumber.*—Lumber will be taken up as "Lumber, asstd.," irrespective of kind, size, and quality; the unit quantity used in accounting for lumber to be a *board foot;* i. e., so many "feet, B. M.," of lumber, asstd., instead of pieces, boards, or lineal feet.

(13) *Plumber's and steamfitter's supplies.*—Pipe will be taken up according to kind, regardless of size; i. e., "Pipe, black iron, asstd.," "Pipe, G. I., asstd.," "Pipe, soil, asstd.," "Pipe, brass, asstd.," etc., the unit of quantity to be a foot. Pipe fittings will be taken up according to the kind of pipe they pertain to, as: "Fittings, pipe, brass, asstd.," "Fittings, pipe, G. I., asstd.," etc. Faucets, bibs, and cocks of all kinds will be taken up as "Faucets, asstd.," valves of all kinds as "Valves, asstd.," and washers of all kinds as "Washers, asstd." All other parts and fittings used for installation or repair of plumbing will be taken up as "Fittings, plumbing, asstd." Articles such as bath tubs, water-closets, sinks, tanks, etc., will be taken up and accounted for as separate articles, and when installed should be expended by certificate as having become permanent fixtures.

(14) *Electrical supplies.*—Electrical supplies such as cleats, rosettes, cut-outs, fuses, junction boxes, push buttons, etc., used for installation and repair of electric light, bell, telephone, and power circuits will be taken up as "Fittings, electric, asstd." Lamp cord, switches, conduit, and insulators will be taken up as separate articles, but without reference to sizes; i. e., "Cord, lamp, asstd.," "Switches, snap, asstd.," "Switches, knife, asstd.," "Conduit, electric, asstd.," "Insulators, glass, asstd.," "Insulators, porcelain, asstd.," etc. Electric light fixtures, irons, switchboards, and other electrical appliances will be taken up as separate articles, but without reference to sizes and styles; i. e., "Fixtures, electric light, asstd.," "Bells, electric, asstd.," "Irons, electric, asstd.," etc. Electric wire of different kinds will be taken up separately according to kind, but irrespective of size; i. e., "Wire, copper, insulated," "Wire, copper, bare," "Wire, buzzer," etc. Cables of different kinds and sizes will be taken up under separate headings. Electric motors will be taken up separately according to kind, voltage, and horsepower or output; i. e., "Motor, electric, A. C., 110 V., 6 H. P.," "Generator, electric, D. C., 25 K. W., 110 V.," etc. Telephone switchboards of different types and sizes will be taken up as separate articles.

(15) *Paints and varnishes.*—Paints of all kinds will be taken up as "Paints, asstd.," those supplied by the pound to be shown on one sheet and those measured by the gallon on another. Varnishes of all kinds will be taken up as "Varnish, asstd." Linseed oil, turpentine, white lead, and red lead will not be classed as paint, but will be accounted for as separate articles.

(16) *Class.*—The class to which the article shown on a sheet belongs will be entered in the space provided for the purpose at the bottom of the sheet; i. e., 1, 2, or 3, as the case may be.

(17) *Unit quantity.*—In the space after the words "Unit quantity" printed at the bottom of the sheet (N. M. C. 748) in the case of articles belonging to classes 1 and 2, will be entered the unit quantity by which such article has been purchased or received; i. e., pound, ton, ounce, pair, dozen, gross, set, cake, can, box, pint, gallon, barrel, etc., as the case may be, using the abbreviations

in common use, such as lb., doz., oz., bbl., etc. Where the article itself is the usual unit, as, for instance, in the case of horses, rifles, wagons, etc., the figure 1 will be entered in the space "Unit quantity."

(18) *Entries in column "Vo. No."*—In this column will be entered the serial number of the voucher supporting the entries made in either the debit or credit column.

(19) *Debit column.*—In this column will be entered property received from any source, by transfer, purchase, or in any other manner, and taken up on the property account. The vouchers supporting the entries in this column are invoices, copies of purchase vouchers, Form N. M. C. 782 and 782–A covering individual equipment turned in by men discharged, etc., and certificates of property taken up.

(20) *Credit column.*—In this column will be entered all property dropped from the property account, either by transfer, issue, sale, expenditure, survey, checkage, or in any other authorized manner. The vouchers supporting the entries in this column will be receipts from accountable officers or noncommissioned officers for property transferred to them, receipts for individual equipment issued to enlisted men (Forms N. M. C. 782 and 782–A), abstracts of issues of clothing, sales of Government property for cash, accounts of sales of condemned property. certificates of expenditures of expendable property, approved reports of survey, statements of charges for avoidable loss of property, and any other papers constituting authority for dropping property from the property account.

(21) *Balance column.*—In this column will be entered the balance on hand, arrived at as follows: When, for example, a supply of 100 pillows is first received, enter in the debit column 100. As there were no pillows on hand previously and 100 have been received the balance on hand (which must be entered in the balance column on the same line as the entry made in the debit column) is 100. Then, if 10 pillows are transferred, enter 10 in the credit column, subtract that quantity from the previous balance, and enter the resulting remainder 90 in the balance column (on the same line as the entry made in the credit column) as the new balance. If 5 pillows are then received, enter 5 in the debit column, add 5 to the previous balance, and enter the resulting total of 95 in the balance column as the new balance. Thus, to arrive at the new balance, an entry in the debit column is always added to the previous balance while an entry in the credit column is always subtracted from the last balance. When no balance remains the figure 0 should be entered in the balance column.

(22) *Unit price column.*—In this column will be entered the unit price of every article the price of which does not appear in the annual order publishing the prices and allowances of Marine Corps clothing, arms, etc., generally referred to as the Marine Corps price list. In the case of articles that are priced in the Marine Corps price list no entry in the unit price column need be made. This rule also applies to property transferred to accountable officers of the Marine Corps, but when property is transferred to the Army or Navy, or to other Government departments, the unit price of each item and the total value of all the articles transferred must appear on the invoice.

When a supply of nails, lumber, paint, and similar expendable articles carried on the property account under one heading is received and appears on the same invoice or voucher, and the prices of the items composing the lot vary, the average cost of the lot will be entered in the unit price column and the word "average" written in the column of remarks. When expending such articles the average unit price of the first lot received will be used, then the next lot, and so on; but when articles of that kind are sold or transferred the last invoice or purchase price of the different sizes and types thereof will be charged. This practice will also apply to such unexpendable articles as awls, bits, drills, files, chisels, etc., that come in many shapes and sizes, varying comparatively little in price, but in the case of wrenches and other unexpendable articles that vary considerably in cost, due to differences in size, make, etc., the exact price will be entered in the unit price column and the size of the article noted in the column of remarks. If several such articles are received and appear on the same voucher, those of each size will be entered on a separate line on the property account sheet. Thus, for example, if a 6-inch and a 21-inch pipe wrench are received and appear on the same voucher, costing 40 cents and $1.50, respectively, enter the 6-inch wrench on one line and the 21-inch wrench on the next line, as if each appeared on a separate voucher. This will render it easy to ascertain the correct price of such articles and prevent overcharges on statements of charges for avoidable loss of articles of that kind. (See arts. 17-123 and 17-131 for definition of expendable and unexpendable property.) Spare parts for motor vehicles will be taken up and expended at exact cost. To this end a card record of all such parts received and expended, showing cost of each, will be kept.

When it is necessary to purchase axes or other articles that appear in the Marine Corps price list, they will be taken up at the price given in that price list, regardless of actual cost, and no entry need be made in the unit price column.

(23) *Filled and dead sheets.*—The first sheet for each article will be sheet number 1 and so marked in the space provided for the purpose at the bottom thereof. When a sheet is filled the balance carried forward will be entered at the bottom of the balance column, a fresh sheet will be inserted and the balance carried forward, as many sheets being thus used as may be necessary, the sheets for each article being numbered consecutively. Filled sheets will be transferred to a "Dead file" and kept as part of the permanent records of the post, ship, or organization to which the property account pertains. For the dead file, the same kind of binders will be used as those provided for the property account. When the entire quantity of an article appearing on a sheet is expended, leaving no balance on hand, and it is not probable that another supply of such article will be received, the sheet will be transferred to the dead file. When a fresh sheet is inserted in the property account the balance carried forward from the filled sheet will be entered on the first line in the balance column and no other entries will be made on that line in any of the other columns except those headed "Unit price" and "Remarks."

(24) *Closing the property account.*—At the end of the accounting period, or when the property account is closed, the date will be stamped or written on the line succeeding the last entry on each sheet in classes 1 and 2. When a change of accountable officers occurs, the date, and also the rank and name of the new accountable officer, will be stamped or written on each sheet as above.

(25) *Class 3, furniture, etc.*—Articles belonging to class 3 will be entered on Form N. M. C. 749, a separate sheet being used for the articles in each office or room, except where there are only a few items, in which case the furniture in two or more rooms may appear on one sheet, a few blank lines being left between the last entry for one room and the first entry for the next room to allow for probable subsequent additions. In the column "Vo. No." will be entered the number of the voucher from which the article is taken up. The name of the article will be entered in the space headed "Articles and date of purchase" and its unit cost in the column "Unit price." The date of purchase of the article will be entered on the next line. A blank line should be left after each entry when the quantity is one, and in cases when the quantity of the item is more than one, sufficient lines should be left for recording subsequent transfers. In the space "Location," at the bottom of the sheet, will be entered the designation of the office or quarters in which the articles shown on the sheet are located, and in the space "Room" the designation of the room to which they belong will be entered in the case of furniture belonging to quarters. In the case of typewriters, adding machines, duplicating machines, mimeographs, etc., the name of the machine and the serial and model number must be shown, for example: "1 Underwood typewriter No. 39462–4." In the case of band instruments the type and number of each instrument will be shown, for example: "E♭ solo cornet No. 569." When articles belonging to class 3 are transferred or surveyed, the full description, date of purchase, and cost, as it appears on the property account, must be shown on the invoice or report of survey, as the case may be.

(26) *Transfer and change of location of furniture.*—Articles transferred from one room to another, turned in store, transferred to another accountable officer, or dropped from the property account by sale or otherwise will be stricken out, and the number and date of the voucher supporting such change, also name of the place transferred to, or disposition, entered briefly on the blank line under which the date of purchase of the article is entered. Changes in the location of furniture and other articles belonging to class 3, i. e., articles transferred from one room to another, or turned in or issued from store, will be reported to the Quartermaster at the end of the month during which such changes occur. This report will be prepared in duplicate and numbered, briefed, and handled as prescribed for other vouchers.

(27) *Assignment of furniture to be noted on voucher.*—When furniture or other articles belonging to class 3 are received or transferred, a notation showing the office or room to or from which each article has been assigned or withdrawn will be made on the invoice or other voucher from which the articles

are taken up or dropped. This notation will be made in red ink when practicable.

(28) *Arrangement of sheets, class 3.*—The sheets under class 3 will be placed in the binder in the following order: First, that pertaining to furniture in the commanding officer's office, followed by offices of the post adjutant, post quartermaster, paymaster, officer of the day, and other offices pertaining to the post in general; then the offices of the regimental commanders, adjutants, and quartermasters, battalion commanders, adjutants and quartermasters, and company commanders; then furniture pertaining to quarters in alphabetical sequence, commencing with Quarters "A"; then band instruments, etc., in use by the band; and finally articles in store.

22–2

Sheets to be prepared in duplicate.—When a property account is first opened the Marine Corps property account sheets for all three classes of property will be typewritten in duplicate, the items on the first invoice taken up thereon entered on both copies, and the duplicate copies forwarded to the Quartermaster. Thereafter when a new article is taken up the sheet will similarly be prepared in duplicate, and the duplicate, which must be clearly legible, forwarded to the Quartermaster, fastened to the voucher from which the article was taken up. Care must be taken to have the name of the post, ship, or organization to the property account of which the sheet pertains legibly written or stamped in the space provided for the purpose at the top of the sheet, on the copy forwarded to the Quartermaster in order that it may be identified.

22–3

Vouchers to be numbered.—All vouchers to the property account will be numbered consecutively, commencing with No. 1 at the beginning of the fiscal year (July 1) and continuing in one series of numbers until the end of the year, irrespective of changes of accountable officers. The number will be entered on the face of the voucher at the bottom and also at the top of the briefing.

22–4

Accounting periods.—The accounting periods will be designated according to the fiscal year to which they pertain. Thus the period July 1, 1924, to December 31, 1924, will be designated as "First period, 1925," and the period January 1, 1925, to June 30, 1925, as "Second period, 1925." The accounting periods for depots of supply will be the quarters of the fiscal year.

22–5

Briefing of vouchers.—Every voucher will be briefed on the reverse side, either on the first or second fold, according to the form used, to show the serial number of the voucher, the period to which it pertains, briefly the nature of the voucher, and the name of the post, ship, or organization to the property account of which it is a voucher.

22-6

Handling of vouchers.—Vouchers will be entered on the property account immediately, thus keeping the property account posted up to date at all times, and the original or signed copy forwarded to the Quartermaster as soon as entered, the other copy to be retained as part of the permanent records of the post, ship, or organization.

22-7

Invoices and receipts.—When property is transferred to an accountable officer or noncommissioned officer of the Marine Corps, the invoice will be prepared in sextuplicate. The original will be signed by the invoicing officer, the duplicate may have the signature stamped or typewritten, and the triplicate and quadruplicate will be unsigned; all four to be forwarded to the officer to whom the property is invoiced. The quintuplicate will have the signature of the invoicing officer stamped or typewritten, will be entered on the property account, numbered and briefed as a voucher, and forwarded immediately to the Quartermaster to be held as a tentative or memorandum voucher until the regular signed receipt is received. The sextuplicate will be similarly briefed and numbered and retained at the post. When the receipts (which are the triplicate and quadruplicate of the original invoice) are received they will be briefed and given the same number as that given to the memorandum voucher, the signed copy will be forwarded to the Quartermaster, the other copy filed at the post with retained vouchers, and the sextuplicate destroyed, a notation of the date on which the signed receipt was forwarded to the Quartermaster to be made on the retained copy. When property is transferred to the Navy or other department of the Government, eight copies of the invoice will be made, and will be handled as prescribed in article 22-64. (See also arts. 17-56, 17-85, 17-89, and 20-23 (2).)

22-8

(1) Inasmuch as the invoicing officer is required to drop articles invoiced from his property account and forward a copy of the invoice to the Quartermaster as a tentative voucher as soon as the transfer takes place, it is important that an invoice be not changed in any respect by the receiving officer and that the property be receipted for as invoiced. In case of a shortage, a survey should be requested and the property receipted for as invoiced, adding to the certificate of receipt the words "subject to findings of survey requested." If the shortage is plainly due to an error in preparation of the invoice, to changes in destination or composition of detachments of men transferred, or to other circumstances rendering a survey unnecessary, the property should be receipted for as invoiced and the differences invoiced back to the invoicing officer, noting on the receipts that this has been done. If the property received is in excess

of that invoiced, the accountable officer concerned will be promptly notified. When an invoice is received covering property in the hands of officers or enlisted men transferred, who have either not joined the post of the receiving officer or have been transferred to some other station, the receiving officer should receipt for the property as invoiced and reinvoice it to the proper accountable officer or back to the invoicing officer, according to the circumstances. In case station of the man concerned is not known, Headquarters should be requested to furnish name of same.

(2) Invoices of property received will be marked on the briefing with the date of receipt of the property, immediately following the printed words "Receipt for property transferred," and this will be considered the date of the voucher and so entered on the Index of vouchers.

22-9

Taking up excess property.—All property on hand in excess of the quantities on charge must be taken up and accounted for on the property account. It will be taken up by certificates showing where the articles were found or how they were obtained. This certificate will be prepared in duplicate, and numbered, briefed, and handled as prescribed for other vouchers.

22-10

(1) *Surveys.*—Reports of surveys on property will be prepared as prescribed in article 17-125. When the approved copies of a report of survey are received, the date of approval by the officer taking final action thereon should be noted on the briefing, immediately under the date of the report.

(2) The report of survey will be used as a voucher to the property account only for property recommended to be dropped, thrown on the dump or overboard, or destroyed by burning or otherwise. When used as a voucher the approved report will be given a voucher number and handled as prescribed in article 22-6.

22-11

Property recommended to be sold will not be dropped from the property account until after it has been sold, and the account of sales of condemned property will be used as the voucher. If the report of survey embraces only articles that are to be sold, it will be attached to the copy of the account of sales used as a voucher to the property account.

22-12

Property recommended to be turned in to a depot quartermaster or transferred elsewhere, will not be dropped from the property account until after it has been transferred. Such property will be invoiced in the same manner as other property transferred and the receipt therefor used as voucher to the property account. When surveyed property is transferred, the date of the survey and the date of the approval of the report of the board will be noted on the face of all copies of the invoice and receipt. An extract from the report of the board, showing its recommendations regarding the property transferred, will be entered on or attached to all copies of the invoice and receipt.

22-13

(1) *Property purchased.*—Articles purchased will be taken up as soon as vouchered for payment, a memorandum copy of the purchase voucher being used as a voucher to the property account.

(2) When the cost of supplies purchased includes the value of the containers (such as barrels, drums, etc.) in which such supplies are delivered, and the terms of the purchase provide that the contractor will make a refund for the containers if returned to him, the purchase voucher must show the number and kind of containers involved in the purchase, and they will be taken up on the property account of the accountable officer receiving the supplies. Care must be taken to return the containers within the time specified in the contract. When returned to the contractor, the containers will be dropped by certificate, and the refund received will be disposed of as provided in article 22-51 for funds derived from sales. The number of copies of the certificate required, and the handling thereof, will be the same as prescribed in article 22-52 for vouchers covering sales.

22-14

Articles taken up as "assorted."—When two or more items appearing on a voucher covering property received or purchased, such as spare parts, pipe fitting, etc., are consolidated and taken up on the property account under one heading, as, for instance, "Fittings, pipe, g. i., asstd.," in accordance with the provisions of article 22-1 (11) to (15), a notation will be made on the voucher showing under what heading each of such items has been taken up, in order that the items may be taken up under the same heading on the duplicate copy of the property account in the office of the Quartermaster.

22-15

Abstracts of issues, expenditures, and sales.—Abstracts of clothing issued (accompanied by issue slips), certificates of expenditures of expendable property, and abstracts of sales of Government property for cash, will be forwarded monthly. They may be forwarded at more frequent intervals if conditions render it desirable.

22-16

Clothing issued.—Form N. M. C. 1 (Request for checkage for overdrawn clothing) will not be used as a voucher to the property account, but will be forwarded to the Quartermaster as soon as the checkages have been made on the pay roll. Clothing issued in excess of allowance, or to replace articles avoidably lost, will be included on the "Abstract of clothing issued," supported by proper issue slips, in the same manner as regular issues, the abstract being the voucher on which the clothing issued will be dropped from the property account.

22-17

Certificate of expenditures.—(1) Articles expendable by certificate will be dropped from the property account on a certificate prepared on Form N. M. C. 548, which will be the voucher supporting such expenditures. In the space "Average strength" on the certificate of expenditures will be entered the average daily ration strength of the command during the period covered by the certificate, i. e., the total number of rations to which the command is entitled for the period divided by the number of days in the period. (See art. 17-131.)

(2) All items of crockery expended will be entered on the certificate of expenditures in a group headed "Crockery," ahead of other articles. The cost of each item will be entered in the cost column, the entries in that column added together, and the total value of all the crockery expended shown. Following this will be shown the total allowance for breakage for the period covered by the certificate. In computing the allowance every month should be regarded as consisting of 30 days. Thus the allowance for one month is one-third of the quarterly allowance and for one day one-thirtieth of the monthly allowance. The total value of crockery expended must not exceed the allowance. (See art. 17-123.)

22-18

Certificate of balances.—At the end of each accounting period—i. e., on December 31 and June 30, and when a change of accountable officers occurs, or the property account is finally closed for any reason—a certificate of balances showing the quantity of each article of classes 1 and 2 on hand will be prepared in duplicate, the original forwarded to the Quartermaster, and the duplicate filed with the retained copies of the vouchers for the period. On field and expeditionary service, commanding officers of units smaller than a regiment, who are accountable officers, will prepare two extra copies of their certificate of balances and forward one to the regimental quartermaster and one to the brigade quartermaster when their command is attached to a regiment and brigade. Regimental quartermasters will prepare one extra copy of their certificate of balances and forward it to the brigade quartermaster, when there is one. The certificate of balances will be prepared on white paper of letter size in the following form, viz:

I certify that the following articles of Government property carried on my Marine Corps property account are on hand this date, viz:

30 belts, trousers, woven.
15 blankets, wool.
12 boots, rubber, prs.
24 caps, dress.
etc.

The articles will be entered on the certificate of balances in the order in which they appear on the property account. The duplicate copy of the index of vouchers covering the period will be attached to the certificate of balances forwarded to the Quartermaster. Certificates of balances covering property in class 3 (furniture, etc.) will be prepared and forwarded to the Quartermaster annually, on June 30, also when a change of accountable officers occurs, and when the property account is finally closed. It will show the location, quantity, date of purchase, and unit cost of the articles, just as they appear on the property account. This certificate is to be rendered within 20 days from the end of the accounting period or date of transfer from one accountable officer to another, except by depot quartermasters, who are allowed 30 days. Depot quartermasters will render the certificate of balances quarterly and when a change of accountable officers occurs.

22-19

Form of receipt used when change of accountable officers occurs.—When a change of accountable officers occurs, the new accountable officer will receipt for the property on the certificate of balances, in the space under the signature of the old accountable officer, using a form similar to the following: "Received this 15th day of May, 1925, from Captain John Smith, A. Q. M., U. S. M. C., the articles enumerated in the foregoing certificate of balances." When from any cause, there is no time to count and verify the property at the time the change of accountable officers takes place, the new accountable officer should give a qualified receipt in form similar to the following: "Received this 15th day of May, 1925, from Captain John Smith, A. Q. M., U. S. M. C., the articles enumerated in the foregoing certificate of balances, subject to count and verification," this receipt to become final if upon subsequent inventory the property on hand is found to correspond with the certificate of balances.

22-20

Value of property on hand to be reported annually.—On the certificate of balances of property on hand June 30th will be shown the value of each item appearing thereon, except fuel and forage, computed at the unit price published in the current Marine Corps Price List of Clothing, etc., in the case of all articles appearing therein, and at the cost or invoice price in the case of all other articles; the total value of each of the three classes of property to be shown separately.

22-21

Report of value of property received and property expended.—At the end of each quarter, i. e., September 30, December 31, March 31, and June 30, and also when a change of accountable officers occurs, or when the property account is finally closed for any reason, there will be prepared on Form N. M. C. 20, and forwarded to the Quartermaster, a report showing the value of all property (except fuel and forage) received and taken up on the property account, except property received from accountable officers of the Marine Corps on invoice and the value of individual equipment issued to or received from enlisted men on forms N. M. C. 782 and 782a; and also the value of all property (except fuel and forage) dropped from the property account in any manner except by transfer to accountable officers of the Marine Corps. The values shown on this report must be computed at the unit prices shown in the current Marine Corps Price List of Clothing, etc., in the case of all articles appearing therein, and at the cost or invoice price in the case of all other articles. The report will be forwarded within 20 days from the end of the period for which rendered. Particular care must be taken not to include in this report the value of any property either received from or transferred to accountable officers or noncommissioned officers of the Marine Corps, or dropped or taken up on forms N. M. C. 782 and 782a, as such transfers do not affect the amount of property on hand in the Marine Corps as a whole.

22-22

Papers to be stamped with date of receipt.—All vouchers, correspondence, etc., received by an accountable officer or noncommissioned officer will be stamped to show the date such papers are received in his office or, when no stamp is available, have the date of receipt written on them.

22-23

Correctness of entries to be verified.—All entries on the property account should be carefully checked with the vouchers from which posted and the computation of the balances verified before filing a voucher. Before preparing the certificate of balances, or carrying a balance from a filled sheet to a new one, the correctness of the balances should be verified. To prove the correctness of the last balance on a sheet, subtract the total of the entries in the "Credit" column from the total of the entries in the "Debit" column plus the balance brought forward from a previous filled sheet, if any. The difference will be the correct balance, provided the entries in the two columns referred to have been correctly transcribed from the vouchers.

22-24

Precautions to be observed.—Before signing a certificate of balances or any voucher pertaining to the property account, the accountable officer should assure himself that it is correct and in proper form. Particular care must be taken to have every voucher properly numbered and briefed before it is forwarded to the Quartermaster, in order that it may be identified. Attention to these details will prevent unnecessary correspondence and delays, as well as possible pecuniary loss to the accountable officer due to errors in the property account that may cause shortages in the property on charge to pass unnoticed.

22–25

Regulations, orders, etc.—All officers and noncommissioned officers who are either accountable or responsible for Government property should familiarize themselves with the provisions of chapters 14 to 23, Marine Corps Manual, relating to the procurement, issue, and preservation of Government property, and accountability therefor; also with the provisions of the annual Marine Corps Price List and all orders and instructions issued from time to time on this important subject.

22–26

Articles invoiced under wrong names.—When an article is incorrectly named on an invoice the receiving officer should receipt for it as invoiced, take it up on his property account under its proper designation, and enter on the face of each copy of the invoice and receipt a signed note stating what the article really is and that it has been taken up by him accordingly.

22–27

Articles carried under wrong headings.—In all cases where any articles are carried on the property account in a manner contrary to the provisions of these instructions, as to classification and designation, the necessary correction will be made and supported by a certificate, stating that such articles have been dropped and taken up under their proper designation or general heading, which should be clearly stated in each case. This certificate will be given a voucher number and handled as prescribed for other vouchers. It is both a credit and debit voucher, its number being entered on the sheets from which the articles are dropped and also on those on which they are taken up. Such certificates will be entered on the index of vouchers as "Correction," followed by the date.

22–28

Arrangement of items on vouchers.—In preparing statements of charges, requests for survey, sales vouchers, abstract of issues and certificates of expenditures, the items thereon should be arranged in the order in which they are carried on the property account. This rule should also be followed in the preparation of invoices, so far as practicable. It sometimes happens, especially on long invoices from depots of supply, that articles of the same kind appear on the invoice in several places instead of being consolidated as one item. In such cases, to save time and reduce the chances of errors being made, the items should be entered in the property account separately when the invoice is being posted, for example: When an item of 12 hatchets is reached enter that, and then if further on another item of 12 hatchets is found enter that on the next line instead of consolidating the two items and making one entry of 24 hatchets.

22–29

(1) *Grouping of related articles.*—For convenience in posting vouchers, and for ready reference, the alphabetical arrangement of the class 2 property account sheets may be modified to the extent of grouping the several items that constitute a complete unit, set, or outfit; the principal item of the group to appear in its proper place in the alphabetical arrangement, followed in aphabetical order by the subordinate items, as illustrated by the following examples:

Pistols, cal. .45.
Carriers, magazine, pistol.
Holsters, pistol, cal. 45, russet.
Kits, cleaning, pistol, cal. .45.
Lanyards, pistol, cal. .45.
Magazines, pistol, cal. .45, extra.
Parts, spare, pistol, cal. .45.
Screwdrivers, pistol, cal. .45.
Tents, storage.
Flies, tent, storage.
Lines, eave, tent, storage, extra.
Lines, guy, tent, storage, extra.
Poles, tent, storage, ridge.
Poles, tent, storage, upright.
Poles, tent, storage, upright, wall.

(2) With the exception of ponchos, which belong to class 1, the articles constituting the individual equipment issued to the men on Form 782 may be similarly grouped at posts where the number of such outfits issued or being turned in renders it desirable. When this is done a tab marked "Equipment, individual," should be attached to the first sheet of the group and the whole group inserted in its proper place under the letter "E," the sheets to be arranged in the order in which the items appear on Form N. M. C. 782.

(3) The group arrangement will be found particularly useful when transferring such articles as machine guns, etc., as it will show all the different articles pertaining to a gun together and facilitate the preparation of invoices, but no change in the form prescribed in article 22–1 (5) to (14) for designating property will be made for the purpose of grouping related articles. A 4.7-inch gun carriage, Mark I, for example, will be shown on the property account as "Carriage, 4.7″ gun, Mk. I," which will permit of the sheet being used either in the group or the strictly alphabetical arrangement, but such designation as "Gun, 4.7″, carriage for, Mk. I," will not be permitted, as it is awkward and can be used for the group arrangement only.

(4) In all cases where the group arrangement is used a separate property account sheet, Form N. M. C. 748, should be prepared for each article grouped, with notation thereon referring to the name of the item under which the article is grouped. This reference sheet should be placed in its proper alphabetical location in the property account as an aid in handling the account.

22–30

Audit and correction.—Upon completion of the audit of the certificate of balances forwarded to the Quartermaster, the accountable officer concerned is notified of any differences found. The differences thus pointed out are not to be regarded by the accountable officer as errors in his property account. They merely indicate that errors exist in either his copy of the property account or in that on file in the Quartermaster's office, or that some of the vouchers forwarded to that office may have been incomplete or inaccurate when received there. Upon receipt of such notice of differences, the computations on the property account sheets for the items involved should be verified, the entries for the period carefully checked with the vouchers from which they were taken, errors corrected on the property account and on the retained copy of the certificate of balances, and the Quartermaster notified of the corrections made. Should the result of such check and verification not agree with the differences reported, a copy of the property account sheets involved, showing the balance on hand at the beginning of the period concerned and all entries during the period, will be forwarded to the Quartermaster for comparison with the records on file in his office.

22–31

Individual equipment.—A list of the articles of equipment that may be dropped from the property account when issued, in accordance with the provisions of articles 17–62 to 17–72, is printed on Form N. M. C. 782, used as a voucher to support such issues. No other articles will be added to this form without authority from the Quartermaster.

22–32

Property lost or damaged in transit.—When property shipped by other than Government conveyance is lost or damaged in transit, the report of survey in the case must show whether or not notation of the shortage or damage had been made by the consignee on the bill of lading covering the shipment, and a copy of the consignee's letter to the carrier notifying him of the loss or damage will be attached to the report of the board. (See arts. 16–263 to 16–270.)

22–33

Letter of transmittal.—Returns, requisitions, vouchers, and reports on prescribed printed forms, which are complete in themselves and properly authenticated, and do not require special explanation, will not be accompanied by a letter of transmittal.

22–34

(1) *Forwarding of returns and requisitions.*—All returns and requisitions from officers and noncommissioned officers commanding marine detachments will be forwarded, when the flagship is present (inclosed in envelopes, unsealed, ad-

dressed to the person for whom intended), through the commanding officer of the vessel to the marine officer of the fleet. In the absence of the flagship they will be sent direct through the commanding officer of the vessel.

(2) Returns from posts will be inclosed and addressed in like manner and forwarded through the commanding officer of the post.

22–35

Quarterly return to Bureau of Supplies and Accounts.—As soon as possible after the end of each quarter the Quartermaster will prepare and forward to the Bureau of Supplies and Accounts, Navy Department, a consolidated return showing the money values only of all property belonging to the Marine Corps on hand, received, and expended during the quarter, as well as the money value of the balances remaining on hand.

SALES

22–41

(1) *To whom authorized to be made.*—Sales of cloth, clothing, equipment, and other authorized quartermaster supplies may be made, in reasonable quantities, to the following for their own use, provided the officer in charge of such supplies decides that they can be spared for the purpose:

(*a*) Officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard, officers of the Public Health Service and members of the Nurse Corps

(*b*) Companies, detachments, exchanges, and messes and similar organizations at a post which are composed exclusively of persons entitled to the privilege.

(*c*) Officers and crews of vessels of the Lighthouse Service and light and depot keepers of the Lighthouse Service.

(*d*) Civilians having a status as part of an expeditionary force sent to a foreign country.

(*e*) Officers of the Marine Corps Reserve and the Naval Reserve on active duty. When not on active duty, officers of the Marine Corps Reserve may be permitted to purchase such articles of clothing and equipment as they would be required to have when ordered to active duty.

(*f*) Enlisted men of the Marine Corps Reserve and the Naval Reserve on active duty. Sales to be limited to articles and quantities required by the reservists for their personal use as such. Enlisted men of the Marine Corps Reserve in an inactive status may be permitted to purchase individually, for their personal use, on application to the Quartermaster, such articles of uniform and equipment as the Major General Commandant may authorize.

(*g*) Honorably discharged officers and enlisted men of the Army, Navy, and Marine Corps who are being cared for and are receiving medical treatment from the Veterans' Bureau, while undergoing such care and treatment, will be permitted to purchase authorized quartermaster supplies, except articles of uniform.

(*h*) Former members of the Marine Corps who were separated therefrom under honorable conditions may purchase exterior articles of uniform on application to the Quartermaster. Requests for such sales received at posts and depots will be referred to the Quartermaster for action. (C. M. C. M. 2.)

(2) *Firearms.*—Rifles, pistols, shotguns, or other firearms will not be sold without specific authority from the Quartermaster. Requests for the sale of such arms will be referred to the Quartermaster, accompanied by a certificate of the officer or enlisted man desiring to make the purchase that it is for his own personal use. (C. M. C. M. 2.)

22-42

Abstract of sales.—Sales of clothing and public property will be abstracted on Form N. M. C. 138, except as provided in article 22-48. (See art. 22-52.) (C. M. C. M. 2.)

22-43

Payment for clothing and public property sold will be made to the officer making the sale at the time of purchase, with the following exceptions:

(*a*) In special cases warranting it, payment for sales made to enlisted men of the Marine Corps, and enlisted men of the Navy attached to a Marine Corps post or organization, may be effected by checkage on the pay roll for the month in which the sale is made, on a statement of charges, which will be the voucher supporting the expenditure of the articles sold from the property account.

(*b*) Where conditions warrant it, the commanding officer may authorize charge sales of expendable supplies, such as gasoline, kerosene, lubricants, fuel, forage, soap, brooms, mops, etc., under the conditions and restrictions prescribed in article 14-61 (2). (C. M. C. M. 2.)

22-44

Officers' servants will not be permitted to wear clothing intended for enlisted men, except underclothing and shoes, which may be purchased in limited quantities, if available, upon the officer's certificate that these articles can not otherwise be obtained.

22-45

Prices.—The prices stated for the articles mentioned in the annual order apply for all purposes. For property not specified therein the last invoice or purchase price will govern. All obsolete property will be charged at the prices stated in the last order in which the articles appeared. To cover the cost of transportation, handling and storage, materials used in effecting sales, overhead expenses of conducting sales, delivery charges, and other expenses, 10 per cent will be added to the cost price of all subsistence stores and other quartermaster supplies of every description that may be sold. (C. M. C. M. 1.)

dressed to the person for whom intended), through the commanding officer of the vessel to the marine officer of the fleet. In the absence of the flagship they will be sent direct through the commanding officer of the vessel.

(2) Returns from posts will be inclosed and addressed in like manner and forwarded through the commanding officer of the post.

22–35

Quarterly return to Bureau of Supplies and Accounts.—As soon as possible after the end of each quarter the Quartermaster will prepare and forward to the Bureau of Supplies and Accounts, Navy Department, a consolidated return showing the money values only of all property belonging to the Marine Corps on hand, received, and expended during the quarter, as well as the money value of the balances remaining on hand.

SALES

22–41

(1) *To whom made.*—Officers and enlisted men of the Marine Corps, Army, and Navy may purchase from depot quartermasters or post quartermasters such articles of cloth, clothing, and equipage as they may actually require for their personal use, provided the issuing officer decides that the property can be spared for the purpose.

(2) Officers and enlisted men of the Coast Guard, officers and crews of vessels, and light and depot keepers of the Lighthouse Service, and officers of the Public Health Service may purchase quartermaster supplies from the Marine Corps at the same price as is charged officers and enlisted men of the Marine Corps. (Act approved March 6, 1920, 41 Stat. 506–7, and act approved May 22, 1926.) Honorably discharged officers and enlisted men of the Army, Navy, or Marine Corps who are being cared for and are receiving medical treatment from the Veterans' Bureau shall, while undergoing such care and treatment, be permitted to purchase authorized quartermaster supplies, except articles of uniform, from the Marine Corps at the same price as charged officers and enlisted men of the Marine Corps. (Act approved June 5, 1920, 41 Stat. 976.) (C. M. C. M. 1.)

(3) *Pistols and rifles.*—All requests for sales of rifles and pistols will be referred to the Quartermaster for action. Each request will be accompanied by a certificate of the officer or enlisted man making the request that the rifle or pistol is for his own personal use.

(4) *Abstract of.*—Sales of clothing and public property will be abstracted on Form N. M. C. 138, "Sales of Government property for cash," except as provided in article 22–48. The abstract will be prepared and handled in accordance with the provisions of article 22–52.

22–42

Payment for clothing and public property sold to officers will be made to the officer making the sale at the time of purchase.

22-43

Payment for clothing and public property sold to enlisted men will be made in cash to the officer making the sale at the time of purchase, but in the case of marines, in special cases warranting it, payment may be effected by checkage on the pay roll for the month in which the sale is made, on a statement of charges, which will be the voucher supporting the expenditure of the property from the property account.

22-44

Officers' servants will not be permitted to wear clothing intended for enlisted men, except underclothing and shoes, which may be purchased in limited quantities, if available, upon the officer's certificate that these articles can not otherwise be obtained.

22-45

Prices.—The prices stated for the articles mentioned in the annual order apply for all purposes. For property not specified therein the last invoice or purchase price will govern. All obsolete property will be charged at the prices stated in the last order in which the articles appeared. To cover the cost of transportation, handling and storage, materials used in effecting sales, overhead expenses of conducting sales, delivery charges, and other expenses, 10 per cent will be added to the cost price of all subsistence stores and other quartermaster supplies of every description that may be sold. (C. M. C. M. 1.)

22-46

Removal of buttons.—Before any article of exterior uniform is sold to any civilian the buttons and other distinguishing marks shall be removed.

22-47

Clothing or other public property which has been condemned, or the issue price of which has been reduced by a board of survey, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction.

22-48

(1) ***Sales at public auction.***—When a sale of condemned public property has been authorized it will be disposed of at public auction, for cash, or to the highest bidder on sealed proposals, or due public notice, and in such market as the interests of the Government may require. The officer making the sale will have the property scheduled and prepared and the sale sufficiently advertised that the best results may be obtained. He may suspend the sale when, in his opinion, better results may be obtained later. No property will be removed until payment for same has been made. The sale will be accounted for on form N. M. C. 130 (Account of Sales of Condemned Property), which will be prepared and handled as provided in article 22-52.

(2) All expenses attending the preparation for and holding of sales of condemned public property shall be paid from the proceeds thereof. No payment

22–46

Removal of buttons.—Before any article of exterior uniform is sold to any civilian the buttons and other distinguishing marks shall be removed.

22–47

Clothing or other public property which has been condemned, or the issue price of which has been reduced by a board of survey, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction.

22–48

(1) *Sales at public auction.*—When a sale of condemned public property has been authorized it will be disposed of at public auction, for cash, or to the highest bidder on sealed proposals, on due public notice, and in such market as the interests of the Government may require. The officer making the sale will have the property scheduled and prepared and the sale sufficiently advertised that the best results may be obtained. He may suspend the sale when, in his opinion, better results may be obtained later. No property will be removed until payment for same has been made. The sale will be accounted for on form N. M. C. 130 (Account of Sales of Condemned Property), which will be prepared and handled as provided in article 22–52.

(2) All expenses attending the preparation for and holding of sales of condemned public property shall be paid from the proceeds thereof. No payment

shall be made to an enlisted man serving as an auctioneer. Enlisted men should be detailed as auctioneers wherever practicable. Where practicable, a commissioned officer, preferably the post quartermaster, will be present at all auction sales and have supervision over them.

(3) In all cases of sales of public property at auction where civilians are employed as auctioneers competition shall, if practicable, be invited as to the rate of commission, and, if impracticable, a schedule showing the rates charged by local firms should be prepared. This information shall be attached to the copy of the account sales which is forwarded to the General Accounting Office.

(4) *Advertising.*—No advertisement shall be published in newspapers concerning the sales unless authorized by the Secretary of the Navy.

PROCEEDS OF SALES

22–51

Disposal of funds.—

All funds received from sales of public property and from other sources pertaining to the Quartermaster's Department of the Marine Corps shall be remitted without delay by the officer receiving same to the disbursing assistant quartermaster, Headquarters Marine Corps, Washington, D. C., except—

- (*a*) As noted in article 23–82.
- (*b*) ~~*Disposal of funds.*—~~Funds received from the sale at public auction of the personal effects of a deserter, and money found in the effects of a deserter, which will be transmitted to the paymaster having the deserter's account.
- (*c*) At posts and depots where a regular disbursing officer is detailed, in which case proceeds will be turned over to such officer.
- (*d*) At posts and stations on the west coast, in which cases remittances will be made to the depot quartermaster, Marine Corps, San Francisco, Calif.
- (*e*) Proceeds from sales aboard ship, which will be turned over to the supply officer of the ship.
- (*f*) As noted in article 3–5 (2).

All funds so received by disbursing officers shall immediately be taken up as provided in articles 22–53 and 22–54. Postage stamps shall not be considered or carried as cash by a disbursing officer.

22–52

Abstract of sales.—When the proceeds from sales of public property are forwarded to the disbursing assistant quartermaster on duty at Headquarters the abstract of sales will be prepared in quadruplicate, the original and one copy to be forwarded therewith. The other copies will be used by the officer making the sale, one, which shall be signed by the accountable officer making the sale, also by the commanding officer authorizing same, to be forwarded to the Quartermaster as a voucher to the property account, and the other to be retained. When such funds are forwarded to any other disbursing officer of the Quartermaster's Department, or turned over to the supply officer aboard ship, the abstract should be prepared in quintuplicate, the original and two copies to be forwarded therewith. The other copies will be used by the officer making the sale as described above, except that the copy forwarded to the Quartermaster as a voucher to the property account will be accompanied by the acknowledgment of the receipt of the cash by the disbursing officer. When the purchasers of condemned property are enlisted men the amount may be charged against them on the pay roll next succeeding the sale. Expenses resulting from sales of condemned property are paid from the proceeds thereof and the balance disposed of in accordance with the provisions of the preceding article.

22-53

(1) *Classification of.*—Proceeds (1) of all surplus war material, (2) condemned Government property, including clothing, (3) recovered for Government property, lost or damaged by railroads or steamship companies, (4) recovered from officers and enlisted men for lost property covered by survey, and (5) received from the percentage added to sales for overhead expenses, are carried to "Miscellaneous revenues" of the Government by the Treasury Department.

(2) Proceeds received from sales to officers, enlisted men, and civilians, covering provisions, clothing, and other Government property, less the overhead charge, revert to appropriation "General expenses, Marine Corps," and are credited direct to such appropriation. Certificates of deposit covering such sales will show on the face thereof "Credited direct to appropriation." Funds received and deposited for "credit direct to appropriation" should be shown on the "Monthly statement of receipts and expenditures" under the appropriation credited, likewise under "General account of advances."

22-54

(1) *How taken up.*—Proceeds received and deposited under "Miscellaneous receipts" with the Treasury Department, or a designated depository, should be shown on the "Monthly statement of receipts and expenditures," under heading "Miscellaneous receipts," and will not be taken up under "General account of advances," but will be offset under expenditures by the "Certificate of deposit" received from the Treasury Department or depository.

(2) Proceeds received involving both "Miscellaneous receipts" and a "Direct credit to the appropriation," will, where it is impracticable to deposit such funds with the Treasurer of the United States, or a designated depository, be shown on the "Monthly statement of receipts and expenditures" under "Miscellaneous receipts," also under the appropriation involved and carried out and taken up under "General account of advances." (See 23-82.)

22-55

(1) *Deposits.*—Disbursing officers depositing proceeds from sales of surplus war supplies, or sales of condemned Government property, will be careful to

specify that the amount deposited represents proceeds from surplus war supplies, or that the amount represents proceeds from sales of other Government property. Proceeds of sales of surplus and condemned property should be deposited as soon as all expenses in connection therewith have been ascertained and paid. Proceeds of surplus material should be deposited separately from the sales of other Government property, and the certificates of deposit properly inscribed.

(2) It is very important that disbursing officers in making deposits of proceeds of sales see that certificates of deposit clearly indicate the source of the receipt, also that this information is shown on all letters or statements reporting these deposits to the General Accounting Office (~~Military~~ Audit Division), to the Bureau of Supplies and Accounts, and to the Quartermaster.

TRANSFERS TO OTHER BRANCHES OF THE SERVICE

22-61

Clothing.—Except in cases of emergency, transfers of clothing will not be made to other branches of the service, except to the Navy for use of the Naval Academy Band, unless authorized by the Quartermaster. If, in emergency, transfer is made without his authority, the fact will immediately be reported to him, with a statement of all circumstances bearing on the case.

22-62

On board ships not at navy yards, the supply officer may make requisition on the officer commanding the marine detachment for such necessary articles as can be furnished. For articles not in store, requisitions should be made by the supply officer on the nearest depot quartermaster.

22-63

Issues to enlisted men of Navy.—No issue of clothing will be made by officers of the Marine Corps direct to enlisted men of the Navy, except men attached to expeditionary forces and when their accounts can be checked at the time of issue.

22-64

(1) *Invoice and receipt.*—When property is transferred to the Navy or other Government Department, the invoicing officer will prepare an itemized invoice on the prescribed form, in octuplicate, showing the unit and total price of each item, the total of the invoice, and the authority for making the transfer, giving its number (if any) and date. The original and the triplicate will be signed by the invoicing officer, on the duplicate and quadruplicate the signature may be stamped or typewritten; the quintuplicate and sextuplicate will be left unsigned, and all these six copies forwarded to the officer to whom the property is transferred. The septuplicate and octuplicate copies will be used by the

invoicing officer as tentative vouchers, as prescribed for the quintuplicate and sextuplicate copies of an invoice of property to an accountable officer of the Marine Corps. Upon receipt of the property, the receiving officer will enter the date of receipt thereof in the space provided for the purpose on the invoice, sign the original and quintuplicate, have the signature stamped or typewritten on the duplicate and sextuplicate, and return those four copies to the invoicing officer, the triplicate and quadruplicate to be retained by the receiving officer. Immediately upon receipt of the receipted copies of the invoice the invoicing officer will forward the ORIGINAL, duplicate, and sextuplicate to the Quartermaster for use in securing reimbursement for the property transferred. (To secure reimbursement, the original invoice, signed by both the invoicing officer and the receiving officer, is necessary. The General Accounting Office will not make a transfer of funds upon a copy unless evidence is filed therewith that the original has been destroyed.) The quintuplicate will be used by the invoicing officer as a voucher to his property account and forwarded to the Quartermaster. The octuplicate copy will be completed by filling in the receipt certificate thereon to correspond with that on the quintuplicate, and filed by the invoicing officer as his retained copy of the voucher.

(2) When property is received as a loan from another department of the Government, the receiving officer will state on the face of all receipts given therefor that such is the case and that no reimbursement is to be effected for the value thereof, and no appropriation should be mentioned. The papers should be itemized and authority shown, as directed in the preceding paragraph.

EXPEDITIONARY SERVICE

22-71

(1) *Unit of accountability.*—On expeditionary duty, the unit of accountability will be decided by the expeditionary commander and changed according to the needs of the service. He will issue such orders relative to accountability, within the scope of these regulations, as may best conserve the interests of the Government. It is not desirable, except in extreme cases, that commanding officers of units smaller than a company be designated as accountable officers.

(2) The Quartermaster of the corps will be advised as to the units from which returns will be made.

22-72

(1) *Regimental quartermaster.*—Unless otherwise ordered, a regimental quartermaster will be accountable for all property in use by his regiment. Company commanders and others who have property under their charge for which they are not accountable will give memorandum receipts therefor to the accountable officer.

(2) When necessary, an officer may be detailed as assistant to the regimental quartermaster, who will perform such duties as may be assigned to him, including that of regimental commissary.

22-73

Returns.—All accountable officers will render returns direct to the Quartermaster. (See art. 22-18.)

22-74

Stores shipped by depot quartermasters, or quartermasters of other organizations, to units of a regiment whose commanding officers are not accountable officers will be invoiced to the officer accountable for the property of that unit, notation being made on the invoices showing unit and place to which stores were shipped and date and manner of shipping. The commanding officer of the unit to which the stores are shipped will immediately forward to his accountable officer a memorandum receipt for the stores received, in order that the invoices may be accomplished by the accountable officer.

22-75

Clothing records.—Accountable officers will keep the clothing records of the men in their organizations, except that where the commanding officer at a detached post is not an accountable officer the clothing record will be kept at such detached post and the necessary entries made in it by the commanding officer, who will make the issues of clothing and forward the signed and witnessed clothing-issues slips to the accountable officer concerned, to be used as supporting vouchers to the "Abstract of Clothing Issued." Clothing records will always accompany the service-record book of men upon transfer.

22-76

(1) *Transfers to United States.*—Where individual enlisted men or small detachments are transferred to the United States from expeditionary forces, a memorandum receipt for the Government property in the hands of each enlisted man will be enclosed with his service-record book.

(2) When detachments of enlisted men are transferred with equipment in their possession for which their immediate commander is responsible but for which another officer is accountable, the accountable officer will be furnished by the responsible officer with certificates, in duplicate, setting forth the names of the men and the articles in their possession. The accountable officer will invoice the articles to the accountable officer at the station to which the men are transferred and will support his invoices by the certificates of the responsible officer.

22-77

When serving with Army.—Marine officers commanding detachments of marines under orders to act on shore, in cooperation with troops of the United States Army, and during the time such detachment is acting or proceeding to act, shall make requisitions upon the officers of the Quartermaster Corps, United

States Army, for the necessary camp equipage, also for the necessary transportation for officers and troops, their baggage, provisions, and cannon. (Sec. 1135, R. S.)

22-78

On return from expeditionary service.—Except when specially authorized by the Major General Commandant, organizations will upon their return from expeditionary service turn in to the nearest depot of supplies all articles in their possession that have been supplied primarily for expeditionary duty.

22-79

Equipment for Hospital Corps men.—When men of the Navy Hospital Corps are ordered to duty with marine expeditionary forces they will be issued the following equipment:

Belt, pistol, model 1912.
Canteen, model 1910.
    Cup for.
    Cover for.
Cot, field.
Haversack and pack carrier.
    Can, bacon.
    Can, condiment.
    Can, meat, haversack.
    Fork, haversack.
    Knife, haversack.
    Spoon, haversack.
Knife, Hospital Corps.
    Carrier for knife, Hospital Corps.
Net, mosquito, cot.
Package, first-aid.
    Pouch for.
Poncho, rubber.
Tent, shelter.
    1 pole for.
    5 pins, round, for.

22-80

Receipts for equipment.—Equipment specified in preceding article will be receipted for in quintuplicate on Form N. M. C. 782. The original and duplicate copies will be forwarded to the commanding officer of the expeditionary force, to be forwarded by him to the commanding officer of the organization with which the man is serving; the triplicate copy indorsed to show that the original and duplicate thereof have been disposed of as above, will be pasted in the man's service-record book; the quadruplicate copy given a voucher number and forwarded to the Quartermaster as a voucher to property account of the issuing officer; and the quintuplicate copy retained by the issuing officer to file with his property account.

22-81

(1) *Transfers of Hospital Corps men from expeditionary service.*—When a Navy Hospital Corps man is transferred from duty with marine expeditionary forces, or for any reason is required to turn in his equipment, the commanding officer

of the organization with which the man is serving will issue the necessary instructions that the man's equipment be turned in to the accountable officer, furnishing that officer with a memorandum of said order and the original and duplicate copies of Form N. M. C. 782 previously accomplished by the man concerned. The original of the form will be accomplished, both original and duplicate copies given a voucher number, and the original forwarded to the Quartermaster as a voucher to the property account of the accountable officer, the duplicate being retained for his files.

(2) The copy pasted in the man's service-record book will be detached and forwarded to the Quartermaster with the original copy; or if such procedure is impracticable by reason of the man's transfer prior to his being detached, the commanding officer of the ship or station to which transferred will be requested to detach and forward the slip to the Quartermaster.

(3) In the event that the man should be transferred without turning in his equipment, immediate steps will be taken to communicate with the commanding officer of the ship or station to which transferred with request that the equipment, together with the copy of Form N. M. C. 782 in service-record book, be turned over to the nearest accountable officer of Marine Corps property to be taken up on his property account as prescribed in paragraph (1), obtaining the original and duplicate of Form N. M. C. 782 from the commanding officer of the organization from which the man was transferred.

CHAPTER 23

PUBLIC FUNDS

Arrears

23–1

No money shall be paid to any person for his compensation who is in arrears to the United States until he has accounted for and paid into the Treasury all sums for which he may be liable. (1766 R. S.)

23–2

Persons in "arrears" are only such as, having previous transactions of a pecuniary nature with the Government, are found, upon the settlement of these transactions, to be in arrears to it. (3 Op. Atty. Gen. 52.) Section 1766 applies to cases in which the party who claims compensation is liable to the United States. (Hedrick *v.* U. S., 16 Ct. Claims, 88.)

23–3

Where an officer assigned his pay accounts in payment of certain indebtedness, which accounts the Paymaster General declined to pay, for the reason that, on the maturity thereof, the officer was in arrears to the United States, it was held that the refusal of the Paymaster General was in accordance with section 1766 of the Revised Statutes. (17 Op. Atty. Gen. 30.)

23–4

Under section 1766, Revised Statutes, partial payment of compensation to an officer to whom an overpayment has been made, so as to permit repayment thereof by installments, is not authorized. (8 Comp. Dec. 101, August 7, 1901, and Bu. Memo. 37, p. 322.)

23–5

Money accruing from commuted allowances may be paid regardless of the person's indebtedness. (N. R. 1744 (2).)

BILLS OF EXCHANGE

23-9

All disbursing officers of the Marine Corps when ordered to expeditionary duty, to duty abroad, or aboard a seagoing vessel, where funds cannot be obtained by requisition or transfer, are authorized to draw bills of exchange to supply themselves with funds in accordance with articles 1776, 1777, and 1778, Navy Regulations. For further detailed instructions in regard to bills of exchange, see ~~Manual of the Supply Corps, United States Navy, 1922, articles 2053 to 2071, inclusive~~. Bureau of Supplies & Accts. manual

BONDS OF DISBURSING OFFICERS

23-11

(1) *From whom required.*—Before entering upon the duties of his office every assistant paymaster and assistant quartermaster is required to give bond for the faithful performance thereof, with sufficient surety, to be approved by the Secretary of the Navy. Such bonds take effect from the date of approval by the Secretary of the Navy.

(2) Acting assistant quartermasters and quartermaster clerks will be bonded when so directed by the Quartermaster.

(3) Pay clerks of the Marine Corps are required to be bonded to the United States in the sum of $5,000.

~~(4) Whenever the circumstances warrant, the Paymaster may, with the approval of the Major General Commandant, designate a commissioned officer or a pay clerk to act as a deputy to an assistant paymaster, upon the execution and filing of a "Stipulation and consent agreement" by the principal and his surety, and approved by the Secretary of the Navy and the Secretary of the Treasury, authorizing the deputy to act on behalf of the principal and discharge all the duties required of him to be performed according to law.~~

23-12

Time for renewal.—Each such officer shall give a new bond, with sufficient surety, every four years, or whenever required to do so by the Secretary of the Navy. (Act of March 2, 1895, 28 Stat. 808.) All such bonds are examined every two years for the purpose of ascertaining the sufficiency of the surety thereon. (Act of March 2, 1895, 28 Stat. 807.)

23-13

Cost.—Pursuant to the act of August 5, 1909 (36 Stat. 125), no official bond of an officer of the Paymaster's or Quartermaster's Departments executed by a surety company and costing more than $2.025 a thousand will be accepted by the department. The executing company should be required to attach to each official bond a certificate showing the rate of premium charged therefor.

23-14

Responsibility.—The bond of an officer of the Paymaster's or Quartermaster's Departments acting as an assistant to another officer of the same department covers the public funds or Government property actually in his custody and for which he has receipted, but does not release the senior from a proper supervision of the acts of his subordinate.

23-15

Amount.—(1) Every commissioned officer of the Paymaster's and Quartermaster's Departments, including those detailed for duty therein under the provisions of the act of August 29, 1916, is required to furnish a bond in the penal sum of $10,000. Every chief pay clerk and pay clerk is required to furnish a bond in the penal sum of $5,000. (C. M. C. M. 2.)

(2) The above requirement may, in the discretion of the Secretary of the Navy, be waived in the case of officers who are not accountable for public funds or public property. (C. M. C. M. 2.)

23-16

Cost of bond must be paid by officer.—The United States will not pay any part of the premium or other cost of furnishing a bond required by law or otherwise of any officer or employee of the United States. (Act of August 5, 1909, 36 Stat. 125.) The expenses incurred by an officer in furnishing the bond required by law of all disbursing officers of the Government is not a proper charge against the Government, even though the officer serves without compensation. That which is required of a person to become invested with an office must be done at his own expense unless specific provision is made by law for payment by the Government. (2 Comp. Dec. 262, November 27, 1895.)

23-17

Officers employed as special disbursing agents not required to give bond.—The Comptroller of the Treasury in a decision of August 18, 1903 (10 Comp. Dec. 175), held that an officer of the Army or Navy employed as a special agent for the disbursement of money is excepted from the requirement of giving bond which is required of other officers or persons by section 3614 of the Revised Statutes.

23-18

Surety company as surety.—A duly qualified corporate surety company is preferred by the Treasury Department; i. e., companies holding certificates of authority from the Secretary of the Treasury under the act of Congress of August 13, 1894, and March 23, 1910, as acceptable sureties on Federal bonds. No officer or person having the approval of any bond shall exact that it shall be furnished by a guarantee company, or by any particular guarantee company. (Act of August 13, 1894, 28 Stat. 279.)

23–19

Individuals as sureties.—Sureties to bonds given by disbursing officers, if individuals, will be bound jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of the Navy that they are worth jointly double such amount, each surety making affidavit that he is worth that amount over and above his debts and liabilities, and stating in the affidavit his place of residence. Where the sureties are individuals, an affidavit of surety, on the prescribed Treasury Department form, must be submitted at the end of two years.

23–20

Date of execution of the bond by the surety must appear on all accounts on which funds are accounted for, also the effective date, if one is specified. (Comp. Gen. Dec. A–21234, Feb. 4, 1928.)

23–21

Rescinded. (C. M. C. M. 1.)

23–22

(1) *General instructions in preparing official bonds.*—Bonds will be forwarded in duplicate, together with three signature cards and a typewritten memorandum as to witnesses, to the Judge Advocate General, Navy Department, Washington, D. C.

(2) Triplicate signature cards, filled out in the officer's own handwriting, shall be furnished with each official bond. These cards shall show the officer's official signature, official title, residence, and date of signing. The official signature shall correspond to that indicated on the official bond. All signatures to official checks, as well as indorsements thereon, together with official accounts, shall in every case correspond to the official signature.

(3) Every bond must bear date even with or subsequent to the date of the commission or appointment. Such date must also be even with or prior to that of the affidavits of the sureties and to that of the certificates as to their sufficiency.

(4) Seals of wafer or wax must be attached where indicated on the bond opposite the places for the signatures of the principal and the sureties.

(5) Two witnesses are required to each signature.

(6) Wife of principal will not be accepted as surety.

(7) Care will be taken to avoid erasures or alteration in any part of the bond.

(8) The form should be neatly filled out and the signatures legibly written.

(9) A bond on which the sureties are individuals must be signed by not less than two sureties, one of whom at least must qualify in a sum, over and above all exemptions, debts, and legal liabilities, not less than the full amount of the bond; if there are but two sureties, the second must also qualify in like amount; or in lieu of a second surety for the whole amount, two or more individuals will be accepted provided the aggregate amount for which they qualify be not less than the full amount of the bond. Each surety must make affidavit stating the value of his or her property over and above all exemp-

tions, debts, and legal liabilities. In case a married woman should be offered as surety, an additional certificate will be required to the effect that such surety holds her property in her own right, and is competent under the laws of the state in which she resides to bind herself as surety in such case. The sufficiency of the sureties must be certified to by a judge or clerk of a United States court or by a United States attorney, preferably for the district in which such sureties reside.

(10) Under the provisions of the act approved August 13, 1894 (28 Stat. 279), entitled "An act relative to recognizances, stipulations, bonds, and undertakings, and to allow certain corporations to be accepted as surety thereon," as amended by the act approved March 23, 1910 (36 Stat. 241), a surety or guarantee company, duly certified by the Secretary of the Treasury as having complied with the requirement of said act, and by him authorized to do business thereunder, and having a duly appointed agent in the District of Columbia, will be accepted as sole surety on a bond.

23–23

(C. M. C. M. 2)

Renewal.—(1) Whenever the department directs that a new bond be filed, the bonded officer shall immediately apply to an acceptable surety company for a new bond.

(2) A bonded officer on disbursing duty at a shore station within the continental limits of the United States shall file bond in time for approval by the Secretary of the Navy on the first day of the quarter following that in which instructions to file such new bond are received. Upon the receipt of such instructions the necessary steps shall be taken to close the accounts and deposit all balances under the bond in force at the end of business on the last day of the current quarter. These balances shall be deposited to the credit of the United States, and the certificate of deposit covering such deposits shall be forwarded immediately to the General Accounting Office (audit division). The department shall be notified by telegraph as soon as all such balances are deposited.

(3) (*a*) A bonded officer on disbursing duty attached to a station outside the continental limits of the United States shall file bond in time for approval by the Secretary of the Navy on the first day of the quarter following that in which instructions to file such new bonds are received if practicable. Upon the receipt of such instructions the necessary steps shall be taken to close the accounts and deposit or transfer all balances according to the appropriate one of the methods prescribed in subparagraphs 3b and 3c.

(*b*) It is not necessary for a disbursing officer of a station outside the continental limits of the United States to deposit his official funds in a depositary of the United States or to send them to the United States or to convert them into United States money. It will be sufficient for him to transfer the whole of his official funds—cash and deposits—to another bonded officer on formal receipt. Then on notice of the approval of the new bond he may receive the funds (cash) back on formal transfer and take them up in his new accounts under the new bond. At the same time he should apply for such Treasury deposit as may be needed. (See 5 Comp. Gen. Dec. 170, Sept. 4, 1925.)

(*c*) If there be no bonded officer to whom the official funds can be transferred, or if there be no United States depositary available in which to deposit the funds, then a board of three officers shall be appointed by the commanding officer or commandant to verify the balances of the bonded officer and new accounts shall be opened under the new bond. A certificate signed by the members of the board showing the verified balances separately for cash and deposit shall be transmitted with the account current for the accounts under the old bond.

(4) In case a disbursing officer thus called upon for a new bond is detached from duty and required to settle his accounts, and deposit all balances due the United States before the end of the quarter, the new bond shall be filed in time for approval by the Secretary of the Navy as soon as the balances have been deposited and before such time as such officer is assigned to new duty involving the handling of a disbursing account. The Secretary of the Navy shall be notified as soon as all balances are deposited.

ACCOUNTING FOR CASH

23-31

(1) *Paymaster's Department.*—Every officer of the Paymaster's Department handling cash will keep a general cashbook, in which will be entered every transaction involving cash (receipts and expenditures) in his official account. The book will be posted daily and will be balanced on the last day of every month.

(2) Cash on hand in the cases of all disbursing officers (or their deputies) of the Paymaster's Department at the close of business on the last day of the month will be verified by two disinterested commissioned officers detailed for that duty by the commanding officer, one of whom may be the commanding officer if there are not sufficient officers at the post for assignment to such duty. The senior witnessing officer will fill out in his own handwriting and personally forward to the Paymaster, United States Marine Corps, at Headquarters, the certificate contained in N. M. C. 745. In verifying cash in the hands of deputies two original signed copies of N. M. C. 745 will be made out and signed, one copy being mailed direct to the Paymaster, Marine Corps Headquarters, and the other mailed direct to the disbursing officer whom the deputy represents.

(3) *Quartermaster's Department.*—The cash account embraces all public funds, whether currency, funds on deposit or in transit Disbursing officers are required to keep their accounts with the United States separate and distinct under every bond given by them and to state in the caption of each quarterly account the date of the bond under which it is rendered.

(4) Every officer having a disbursing account shall keep a general cashbook in which shall be entered all receipts and expenditures of money in such manner as to permit the account to be balanced readily. This book is the basis for

above all exemptions, debts, and legal liabilities, not less than the full amount of the bond; if there are but two sureties, the second must also qualify in like amount; or in lieu of a second surety for the whole amount, two or more individuals will be accepted provided the aggregate amount for which they qualify be not less than the full amount of the bond. Each surety must make affidavit stating the value of his or her property over and above all exemptions, debts, and legal liabilities. In case a married woman should be offered as surety, an additional certificate will be required to the effect that such surety holds her property in her own right, and is competent under the laws of the state in which she resides to bind herself as surety in such case. The sufficiency of the sureties must be certified to by a judge or clerk of a United States court or by a United States attorney, preferably for the district in which such sureties reside.

(10) Under the provisions of the act approved August 13, 1894 (28 Stat. 279), entitled "An act relative to recognizances, stipulations, bonds, and undertakings, and to allow certain corporations to be accepted as surety thereon," as amended by the act approved March 23, 1910 (36 Stat. 241), a surety or guarantee company, duly certified by the Secretary of the Treasury as having complied with the requirement of said act, and by him authorized to do business thereunder, and having a duly appointed agent in the District of Columbia, will be accepted as sole surety on a bond.

23-23

(1) ***A bonded officer attached to a seagoing vessel or a station outside the continental limits of the United States*** will not be required to file a new bond at the expiration of the four-year period until after detachment from such duty.

(2) In case the official bond of an officer attached to a seagoing vessel or on a station outside the continental limits of the United States ceases to afford proper security a new bond shall be executed immediately and forwarded to the department for approval. As soon as this bond is approved, the commanding officer of the vessel or the commandant of the station will be notified by the department. The accounts under the old bond shall then be closed, a board of three officers shall then be appointed by the commanding officer or commandant to verify the balances of the bonded officer and new accounts shall be opened under the new bond.

(3) It should be borne in mind that it is desirable in all cases where four years have elapsed since the date of a bond, or where the disbursing officer has been promoted to a higher grade, that a new bond be executed as soon as the circumstances connected with the officer's duty will permit.

23-24

(1) ***Every disbursing officer on shore duty within the continental limits of the United States*** shall file bond in time for approval by the Secretary of the Navy on the first day of the quarter following that in which instructions to file such

new bond are received. Upon the receipt of such instructions the necessary steps shall be taken to close the accounts and deposit all balances under the bond in force at the end of business on the last day of the current quarter. These balances shall be deposited to the credit of the United States with an authorized depositary and the certificate of deposit covering such deposits shall be forwarded immediately to the General Accounting Office. The department (Judge Advocate General) shall be notified by telegraph as soon as all such balances are deposited.

(2) In case a disbursing officer thus called upon for a new bond is detached from duty and required to settle his accounts and deposit all balances due the United States before the end of the quarter, the new bond shall be filed in time for approval by the Secretary of the Navy as soon as the balances have been deposited and before such time as such officer is assigned to new duty involving the handling of a disbursing account. The department (Judge Advocate General) shall be notified as soon as all balances are deposited.

(3) Every bonded officer on shore duty within the continental limits of the United States who has no disbursing accounts shall file a new bond as soon as practicable after the receipt of instructions to do so.

ACCOUNTING FOR CASH

23-31

(1) *Paymaster's Department.*—Every officer of the Paymaster's Department handling cash will keep a general cashbook, in which will be entered every transaction involving cash (receipts and expenditures) in his official account. The book will be posted daily and will be balanced on the last day of every month.

(2) Cash on hand in the cases of all disbursing officers (or their deputies) of the Paymaster's Department at the close of business on the last day of the month will be verified by two disinterested commissioned officers detailed for that duty by the commanding officer, one of whom may be the commanding officer if there are not sufficient officers at the post for assignment to such duty. The senior witnessing officer will fill out in his own handwriting and personally forward to the Paymaster, United States Marine Corps, at Headquarters, the certificate contained in N. M. C. 745. In verifying cash in the hands of deputies two original signed copies of N. M. C. 745 will be made out and signed, one copy being mailed direct to the Paymaster, Marine Corps Headquarters, and the other mailed direct to the disbursing officer whom the deputy represents.

(3) *Quartermaster's Department.*—The cash account embraces all public funds, whether currency, funds on deposit or in transit. Disbursing officers are required to keep their accounts with the United States separate and distinct under every bond given by them and to state in the caption of each quarterly account the date of the bond under which it is rendered.

(4) Every officer having a disbursing account shall keep a general cashbook in which shall be entered all receipts and expenditures of money in such manner as to permit the account to be balanced readily. This book is the basis for

the preparation of the account current. (C. M. C. M. 1.)

(5) Receipts of funds will be entered, when occurring, on the debit side of the cashbook, showing date and source. Funds received under Treasury warrant will be recorded by warrant number. Funds received by check will be recorded by check number. Funds received into deposit accounts will be so recorded. Entry of miscellaneous receipts will indicate appropriations to be credited, and will include such data as may be necessary clearly to identify the transaction.

(6) Transfers of funds to other officers, payments on account of public bills and on account of pay rolls, will be entered, when occurring, on the credit side of the cashbook. Check numbers will be entered for all expenditures by check. Entries of public bills will show serial number, appropriation, and payee. Cash advances on transportation requests or other memorandum payments to be covered by a monthly voucher may be entered in a lump sum on the last day of the month, the subvouchers in the meantime being listed and carried in the safe as cash.

(7) Debit or credit entries for gain or loss on exchange will be identified by the number of the bill of exchange. Debit or credit entries for gain or loss on value of foreign coins will be entered as such.

(8) To show clearly how balances on hand are divided as regards currency and funds on deposit, all receipt and expenditure entries will be recorded in designated columns under cash or funds on deposit, and whenever an "Exchange for cash" check is issued a debit entry for currency received and a corresponding credit entry for expenditure of funds on deposit will be made.

(9) The cashbook will be closed and balanced on the last day of every month, showing separately the currency actually on hand, and the net balances from the disbursing officer's check stubs, on deposit.

(10) At the close of business on the last day of the month the cash on hand in the cases of all disbursing officers of the Quartermaster's Department will be verified by two disinterested commissioned officers detailed for that duty by the commanding officer, one of whom will be the commanding officer if there are not sufficient other officers at the post for assignment to such duty. The officers verifying the cash on hand will certify to that fact in the space provided for the purpose on the account current. (C. M. C. M. I.)

23–32

(1) *Authority for carrying cash on hand.*—Any disbursing officer granted special authority by the Secretary of the Treasury may keep a definite or specified amount of cash at his own risk, under the provisions of section 3620 of the Revised Statutes of the United States. Applications for such special authority shall be made by the head of the department or establishment to which the officer is attached and must state the reason why the authority is necessary. Quarterly reports shall be made to the Secretary of the Treasury, Division of Bookkeeping and Warrants, by each disbursing officer, through the head of the

department or establishment to which he is attached, showing the amounts of cash kept at his own risk pursuant to such special authority. (Treas. Dept. Cir. 195, January 24, 1921.)

(2) Under the provisions of the above paragraph all disbursing officers of the Marine Corps serving within the continental limits of the United States, at places not remote from public depositaries, who are carrying cash for current cash payments, either in their own hands or in the hands of deputies, for periods longer than that prescribed in this manual, are required to make application through the proper department to the Secretary of the Treasury for special authority to keep a definite or specified amount of cash at their own risk under the provisions of section 3620 of the Revised Statutes, and submit quarterly reports, through the proper department, to the Secretary of the Treasury. If practicable, disbursing officers should avoid the necessity for carrying cash on hand. However, if the disbursing officer finds it necessary to ask for this special authority,. the funds needed must be requested in the name of the officer responsible to the United States and not in the name of the agent or deputy who acts as the disbursing officer's representative. Disbursing officers or their deputies on duty in the United States, who are not far removed from a public depositary, when drawing checks for similar purposes, must indicate the special authority granted them by the Secretary of the Treasury, as follows: "Cash to hold at own risk, authority Secretary of the Treasury, ———, 192—."

(3) Any disbursing officer of the Marine Corps who is assigned to duty outside the continental limits of the United States, or at places far remote from depositaries of public moneys may, when authorized by the Secretary of the Navy, keep at his own risk such moneys as may be intrusted to him for disbursements. (Treas. Dept. Cir. 195, January 24, 1921.)

(4) Under the provisions of the above paragraph any disbursing officer of the Marine Corps when ordered to or while on expeditionary or other foreign duty outside the continental limits of the United States, or when stationed at places within the limits of the United States far removed from public depositaries, may keep at his own risk, in the hands of himself or those of his deputy, such moneys as may be intrusted to him for disbursement, provided that at no time should such funds exceed what would probably be required by him for disbursement for a period of three months.

(5) Checks issued to obtain cash as provided in the preceding paragraph will show under "Object for which drawn": "Cash to hold at own risk, authority art. 23-32 (4), M. C. M."

Official Checks

23-33

(1) *Procurement and disposition of.*—All blank checks on the Treasurer of the United States for use by disbursing officers shall be issued by the Secretary of the Treasury, Division of Printing and Stationery, to whom all correspondence relating thereto should be addressed, and only blank checks thus

issued shall be used by disbursing officers in drawing checks on the Treasurer of the United States. (Treas. Dept. Cir. 8, Public Moneys, January 29, 1921.)

(2) Requisitions for blank checks shall be made on the Secretary of the Treasury, Division of Printing and Stationery, on Form 1231, furnished by the department for this purpose. These requisition blanks should be filled out completely with such ink, pencil, or typewriter ribbon as will permit of their being press copied in the Division of Printing and Stationery after administrative action has been taken thereon. In ordering disbursing officers' checks, six weeks should be allowed for printing and delivery, and a supply sufficient to last six months should be requested, unless for good reason (which should be stated on the requisition) the quantity ordered is intended for more or less than six months' supply. (Treas. Dept. Cir. 8, Public Moneys, January 29, 1921.)

(3) The details of surface printing and binding should be fully set forth and the symbol number of the officer making the requisition should be stated on the form. The surface printing of official checks used by the Marine Corps, includes the following:

Upper left-hand corner: NAVY.
Marine Corps.
Space for date: State whether desired blank or line.
Vo. No. (when required).
Bottom: "Assistant Paymaster" or "Assistant Quartermaster, U. S. M. C.," as the case may be.
Opposite: "Assistant Paymaster" or "Assistant Quartermaster, U. S. M. C.," put in symbol number.

(4) Care should be taken to state the first and last numbers of the checks desired. All checks under each symbol number should run consecutively and under no circumstances should a disbursing officer start a new series of numbers unless a special deposit account is opened and another symbol number assigned therefor.

(5) Check books will contain 500 blank checks unless otherwise specified. Blank checks may be obtained, either bound in book form with stub sheets, five checks to a sheet, and numbered from bottom to top, or loose in wrapper (either 200, 300, or 500 sheets to a wrapper) numbered from top to bottom. Loose checks are intended for use with the typewriter and no stubs for them are furnished by the Treasury Department. In case loose checks are required for, a separate requisition should be submitted to the depot quartermaster, Marine Corps, Philadelphia, Pa., for the necessary stubs. This requisition should state the first and last numbers of the checks for which stubs are desired.

(6) Requisitions should be prepared in duplicate, the original to be forwarded as above indicated, and the duplicate retained for the files of the disbursing officer.

(7) A disbursing officer receiving a supply of checks shall receipt for them to the issuing officer, except in case of a new issue on requisition, when no receipt is required. When a disbursing officer is succeeded by another, the officer

relieved shall transfer his unused checks to his successor, retaining for file with his official records the register of checks issued. The successor shall use the checks so transferred by striking out the former officer's numerical symbol and inserting his own, except where the officer relieved is merely transferred from one station to another in the same service and is to continue to disburse money under his former numerical symbol, in which case he shall retain the checks issued to him and use them in his new office. If there is a probability that the officer relieved will again disburse under the same symbol number, he should not transfer his checks. All transfers of checks should be reported to the Chief of the Division of Printing and Stationery as soon as accomplished, and the reports should specify details as to serial and symbol numbers, names, and dates, in order that the record of checks issued may be corrected. The serial numbers of checks transferred should not be changed. After a transfer is made the new officer should strike out the symbol number appearing on the checks and substitute his own before issuance, but this symbol number should not again be changed. All checks which can not be used should be returned to the Chief of the Division of Printing and Stationery for destruction. When the location of the disbursing officer, printed at the head of the check, has been changed once, it should not again be altered, but the checks should be returned for destruction. It is the desire of the department to prevent the excessive waste of disbursing officer's checks, but this is not to be accomplished at the expense of alteration or mutilation. When a disbursing officer leaves the service permanently and no successor is to be appointed, the unused checks on hand should be returned to the Chief of the Division of Printing and Stationery for credit. (Treas. Dept. Cir. 8, Public Moneys, January 29, 1921.)

(8) Upon the transfer of a disbursing officer, he should take with him all blank checks bearing his symbol number, or numbers (in event he has a special-deposit account), and a list of all checks outstanding at date of transfer. All check stubs, together with all retained vouchers and office records, should be turned over to his successor in the office and a return rendered by the officer transferred to cover the period from the date covered in the last account current up to the date of transfer.

(9) The Chief of the Division of Printing and Stationery, as well as others who may distribute blank checks to disbursing officers, shall keep a complete record of the class, numerical symbol, and serial numbers of all checks issued, and of the transfer to another disbursing officer or return to the issuing office of unused checks. (Treas. Dept. Cir. 8, Public Moneys, January 29, 1921.)

(10) Whenever checks are transferred a receipt therefor should be signed in triplicate, marked "original," "duplicate," and "triplicate," respectively. The original and duplicate should be given to the officer transferring the checks, one copy to be retained by him and the other sent via the Paymaster or the Quartermaster, as the case may be, to the Treasury Department, accompanied by a letter of transmittal.

(11) An officer prior to transferring blank checks to his successor will cancel his symbol number on all checks transferred. (See N. R. 1764 (5).)

(12) Requisitions for checks, receipts for checks transferred, reports of checks turned in, etc., should be forwarded to the Treasury Department via the Paymaster or the Quartermaster, as the case may be.

(13) Upon receipt of check books, the checks should immediately be counted and the serial numbers verified to see that there is no break in the series.

(14) *Restricted checks.*—Blank checks bearing the restrictions referred to in article 23-42 will be furnished by the Secretary of the Treasury, Division of Printing and Stationery, upon requisition of the disbursing officer, who should give the symbol number especially assigned him for the restricted account and state that the checks are to be cashed through the treasury of the Philippine Islands.

23-34

(1) *Symbol numbers.*—No disbursing officer shall issue a check on the Treasurer of the United States until he has ascertained his individual numerical symbol from the Treasurer of the United States, which numerical symbol shall be printed, stamped, or written in the lower right-hand corner of each check. (Treas. Dept. Cir. 8, Public Moneys, January 29, 1921.)

(2) A disbursing officer shall retain the same numerical symbol so long as he remains in the service, without reference to his official bond or bonds.

23-35

(1) *Preparation of official checks.*—Department Circular No. 30, dated June 25, 1909, which requires that on checks of United States disbursing officers the amounts and names of payee shall be filled in either with pen and ink or with the needlepoint typewriter, which perforates the paper, and prohibits the use of the ordinary typewriter for the purpose, is hereby amended so as to permit the use of the ordinary typewriter with plain type or rubber stamps for filling in name and amounts on warrants and checks, provided such warrants and checks are written on the protective surface-tinted blanks furnished by the Treasury Department. Only typewriter record ribbons writing black or blue, the ink of which must be heavy and of the most permanent nature, or stamp pads inked with a permanent heavy black ink, shall be used for this purpose, so as to secure clear, well-inked impressions which can not be easily erased without removing the protective surface tinting at the same time. Extreme care should be exercised in the preparation of checks to see that spaces are not left unfilled in such manner as to facilitate alteration. (Treas. Dept. Cir. 8, Public Moneys, January 29, 1921.)

23-36

(1) *Date.*—Disbursing officers may date checks on Sunday where necessary for them to do so in making payments on the last day of a month to officers or employees for services rendered to and including that date. (18 Comp. Dec. 606, February 9, 1912.)

(2) Checks issued by disbursing officers should not be dated later than the date delivered or mailed to payee, nor should they be delivered or mailed

to an employee before the expiration of the periods of service for which payment is made. (27 Comp. Dec. 543; Treas. Dept. Cir. No. 8, January 29, 1921.)

23-37

(1) *To whom drawn.*—Any check drawn by a disbursing officer upon moneys deposited to his official credit must be in favor of the party, by name, to whom payment is to be made, and payable to "order," except when the check is drawn to secure funds for the disbursing officer to keep at his own risk for payments prescribed in article 23-46.

(2) Checks shall be drawn only in favor of the party to whom the money is due from the United States, except in case of duly authorized allotments, and checks issued to officers and men on ships and on foreign stations for their convenience in remitting, in which cases checks may be drawn directly to order of persons by whom they are received from the pay officer. Checks drawn by pay officers to supply themselves with funds for making cash payments must be drawn to their own order and indorsed to the bank or person furnished the funds. (N. R. 1767 (3).)

(3) As section 3620, Revised Statutes, requires checks to be drawn "in favor of the person to whom payment is to be made," disbursing officers' checks must be drawn to order and not to bearer. (15 Comp. Dec. 604, April 6, 1909.)

23-38

The holder of a power of attorney is not authorized to receive checks for amounts due his principal who has gone into bankruptcy and for whom a receiver has been appointed, but such checks must be made to the receiver. (20 Comp. Dec. 43.)

23-39

Erasure or alteration.—Should a disbursing officer or agent make an erasure or alteration on any of his checks he should treat the check as spoiled and ~~promptly ca~~ "promptly mutilate it, and issue therefor a check of a new number. (Treas. Dept. Cir. No. 8, Division of Bookkeeping and Warrants, fifth edition, January 30, 1926.)"

or alteration. (Treas. Dept. Cir. No. 8, Public Moneys, January 29, 1921.)

23-40

(1) *Spoiled and canceled checks.*—For the purpose of preservation and future reference each disbursing officer of the Marine Corps will send all spoiled and canceled checks to the General Accounting Office, Check Accounting Division, Washington, D. C., at the time when rendering the monthly statement of depositary account. (General Regulation No. 31, General Accounting Office, September 1, 1923.)

(2) In canceling checks care should be taken not to tear off or obliterate the symbol number. (Bu. Memo. 176, p. 3792.)

23–41

(1) *Signatures.*—The signing of a check for public money in blank is prohibited.

(2) The signature of a disbursing officer affixed to his official check must be identical with the specimen furnished the Treasurer of the United States.

23–42

Philippine checks and accounts.—All checks of disbursing officers of the Marine Corps in the Philippine Islands will be drawn on the Treasurer of the United States, and will, with but one exception, bear on the face of the checks the following restriction: "In current funds at par, but only at the treasury of the Philippine Islands, Manila, P. I." Checks drawn under this restriction will be stamped with symbol number assigned especially for this class of checks. In the payment of local bills and securing funds for cash payments, "restricted" checks as above prescribed should be used exclusively. Treasury checks, without the restriction, will be used for the purpose of making payments in the United States only, which is construed to include checks issued to returning members of the military service in exchange for cash, or for current pay when such checks are desired for transmission to the United States. Disbursing officers who maintain balances with the Treasurer of the United States for the purpose of making payments in the United States will continue to keep such depositary account separate from the account which bears the above restriction. They will shown on the face of the accounts current, under "Analysis of balance," the balances under each depositary account according to symbol number. Such symbol number will be inserted immediately after the words "Treasurer of the United States," so that the two accounts may be distinguished from each other. Accounts under "Regular" and "Restricted" symbol numbers are kept separate and distinct by the Treasurer of the United States, and checks must not be drawn over either symbol until a credit has been established with the Treasurer of the United States under that particular symbol number.

USE OF OFFICIAL CHECKS

23–43

(1) *Official signature to be furnished.*—Every disbursing or special disbursing agent in opening his first account and before issuing any checks, will furnish the Treasurer of the United States with his official signature duly verified by some officer whose signature is known to the Treasurer of the United States. (See Treas. Cir. 195, January 24, 1921.) As soon as an officer or special disbursing agent is assigned to disbursing duties, he should make application to the Paymaster, or the Quartermaster, Marine Corps, as appropriate, for the necessary blank forms, which will be forwarded to him, together with instructions as to their verification and completion and transmission to the Treasurer.

(2) *In the Philippine Islands.*—Disbursing officers in the Philippine Islands will furnish certified specimen signatures to both the treasurer of the Philippine Islands and the Treasurer of the United States, and will advise both the treasurer of the Philippine Islands and the Treasurer of the United States when they desire stoppage of payment on any check which they have issued.

23–44

Drawer of check required to identify payee.—No liability of the payer of a check operates to relieve the drawer from the obligation of determining the identity of the payee to whom he issues a check.

23–45

Postdating.—Checks should not be postdated.

23–46

Checks drawn for funds for cash payments.—A disbursing officer may draw his check in favor of himself or "order" for such amount of cash as may be necessary for payments as follows:

(*a*) To make payments at a distance from a depositary.
(*b*) To make payments of fixed salaries due at a certain date.
(*c*) To obtain funds necessary to make current cash payments authorized by law not included in (*a*) and (*b*).

In cases falling within any of these three classes the disbursing officer may draw his check in favor of himself or "order" for such amount as may be necessary for the payment. The checks drawn under (*a*) may be cashed at such time as will enable the disbursing officer to make prompt payment for the purpose for which the check was drawn. The checks drawn under (*b*) must not be cashed more than two days in advance of the date when such payments are due. The checks drawn under (*c*) must not be cashed more than three days in advance of the date when such payments are due in cases where the disbursing officer is located at a point convenient to banking facilities, and not more than seven days in advance of the date when payment is due when the disbursing officer is so located that it requires more than one-half day's time to reach available banking facilities and return to his station. Cash obtained in each of the above cases must not be in excess of the amount estimated to cover the payment specified. (Treas. Dept. Cir. 195, January 24, 1921.)

23–47

Payment of checks presented within three full fiscal years from date of issue.—"Any Treasury draft, or any check drawn by a public disbursing officer still in service, which shall be presented for payment within three full fiscal years from its date, will be paid in the usual manner by the officer or bank on which it is drawn, from funds to the credit of the drawer. Thus any such draft or check issued on or after July 1, 1913, will be paid as stated above until June 30, 1917, and the same rule will apply for subsequent years." (Treas. Dept. Cir. No. 57, September 11, 1916.)

23–48

(1) When the Treasurer of the United States reports to any disbursing officer that the amount of a check which has been outstanding three full fiscal years has been deposited by the Treasurer into the appropriation "Outstanding liabilities," the disbursing officer will make proper notation on the check stub and drop the check from the "List of outstanding checks." It is not necessary to make any entry on the "Account current" concerning such checks.

(2) "The payee or the bona fide holder of any draft or check the amount of which has been deposited and covered into the Treasury pursuant to the preceding sections shall, on presenting the same to the proper officer of the Treasury, be entitled to have it paid by the settlement of an account and the issuing of a warrant in his favor, according to the practice in other cases of authorized and liquidated claims against the United States." (308 R. S.)

(3) Section 5 of the sundry civil act of July 1, 1916, provides: "That hereafter at the termination of each fiscal year each Auditor of the Treasury shall report to the Secretary of the Treasury all checks issued by any disbursing officer of the Government as shown by his accounts rendered to such auditor, which shall then have been outstanding and unpaid for three years or more, stating fully in such report the name of the payee, for what purpose each check was given, the office on which drawn, the number of the voucher received therefor, the date, the number, and the amount for which it was drawn, and, when known, the residence of the payee. And such reports shall be in lieu of the returns required of disbursing officers by section 310 of the Revised Statutes." (Treas. Dept. Cir. No. 57, September 11, 1916.)

(4) Any such draft or check which has been issued for a longer period than three full fiscal years will be paid only by the settlement of an account in the Treasury Department as provided in section 308, and for this purpose the draft or check should be transmitted to the Secretary of the Treasury for the necessary action; or, if lost, proof of ownership and loss and a bond of indemnity must be furnished. (Treas. Dept. Cir. No. 57, September 11, 1916.)

23–49

(1) *Procedure for safeguarding undelivered checks.*—Disbursing officers will not be required to report their outstanding unpaid checks to the Secretary of the Treasury (Treas. Dept. Cir. No. 57), but on the first of each quarter disbursing officers having in their possession checks issued to pay obligations of the United States, which for any reasons have remained undelivered for more than three full months from the last day of the month of issue, should forward such checks to the General Accounting Office, Check Post audit ~~Accounting~~ Division, liabilities section, for safe-keeping and lawful disposition.

(2) In forwarding the checks a statement should be furnished giving the name and symbol number of the disbursing officer and listing each check by number, date, amount, payee, payee's last known address, voucher reference, and statement of the nature of the payment—that is, whether for salary, reimbursement of expenses, supplies furnished, etc.

(3) All applications for undelivered checks should thereafter be transmitted to such liabilities section with appropriate advice for attention.

(4) When a disbursing office is permanently discontinued, all checks that can not be delivered should be forwarded to the ~~liabilities~~ section as provided above. (Bulletin No. 3, 1923, General Accounting Office, May 19, 1923.)

23–50

(1) *Checks as evidence of payment.*—Creditors must receive money or its equivalent. The issuance and mailing of a check to a creditor of the United States does not of itself constitute a payment of a debt, such debt not being discharged until the creditor has received the amount of his obligation in money or its equivalent in law. (16 Comp. Dec. 151.)

(2) Accordingly, when payment is made by check, the acknowledgment of a receipt of check is not evidence of payment, but the indorsement of the payee on the check is, provided the proceeds of the check are collected. Under Treasury Department Circular No. 52 of 1907, when payments are made by check the indorsed check is the receipt to the Government. The receipt is not complete until the check has been indorsed by the payee to whom issued. (15 Comp. Dec. 604.)

23–51

(1) *General instructions.*—For the protection of all concerned, the greatest care should be exercised in the custody of blank checks. Blank checks should be kept under lock and key when not in use, and so far as possible should be kept in the disbursing officer's safe. Disbursing officers should take care to check up from day to day their check books and blank checks in current use, and so far as possible should make an examination at the beginning and end of each day's business to see that no blank checks have been abstracted. (Treas. Dept. Cir. (Public Moneys) No. 8, January 29, 1921.)

(2) In addition to the usual safeguards surrounding check books and checks, ordinarily checks should be drawn by the paymaster's or quartermaster's clerk; in his absence the necessary handling of checks should be intrusted to not more than one person, who should be designated by the disbursing officer. The checks should be retained under such person's immediate care and presented by such person to the disbursing officer for signature. Where the volume of the work makes it necessary or desirable, an assistant may be designated by the disbursing officer to draw checks in such emergency; but this should be done only under the immediate supervision of the paymaster's or quartermaster's clerk, or that of the clerk designated in his absence, who should be required to check them with the stubs before presenting them to the disbursing officer for signature. Immediately after signature by the disbursing officer they should be delivered direct by him to the paymaster's or quartermaster's clerk, or other designated person, who should place them in envelopes, if they are to be mailed, and personally deposit them in the mails. Record should be made of checks mailed, at the time of mailing, by entry on the stub

of the date and hour of mailing, the entries to be initialed by the paymaster's or quartermaster's clerk. Where a number of consecutive checks are mailed at the same time, it is not necessary for each stub to be so initialed, but notation may be made on the last stub, stating the numbers of the first and last checks mailed, giving date and hour of mailing, together with the total number of checks so mailed at that time, and this stub should be initialed by the paymaster's or quartermaster's clerk; e. g., "#1875 to 1900, total 26, mailed 10.30 a. m., 10–24–23."

(3) "Where an officer or employee of the Government stationed in a foreign country has been paid his salary by means of a Government check, drawn by a disbursing officer on the Treasurer of the United States pursuant to law, any cost incurred in procuring payment of the check must be at the expense of such officer or employee." (22 Comp. 341, January 28, 1916.)

(4) No allowance will be made hereunder to any disbursing officer for expenses charged for collecting money on checks. (Treas. Dept. Cir. 195, January 24, 1921.)

(5) Should there be doubt whether an official check which has been paid by the Treasury was properly drawn or indorsed, the data appearing thereon may be verified, where it is impracticable personally to examine the check, by application to the General Accounting Office for a photostat thereof.

(6) Check stubs may be posted either by pages or by days, but balances should be carried down at the close of business each day.

(7) Each deposit entry made in check books should show its date, amount, and nature.

On or before the 10th day of each month each disbursing officer of the United States Government, except as hereinafter provided, will list separately under each symbol number all checks drawn by him during the preceding month, arranged in *numerical order*, and immediately forward the list to the General Accounting Office (Check ~~Accounting Division~~ Section). Audit Division)

The list of checks should be prepared in form and contain information as follows:

List of checks drawn and statement of the depositary account of ____________________ (disbursing officer), symbol __________, ____________________ (Department), ____________________ (Bureau), ____________________ (location or station), with the Treasurer of the United States (or other depositary) for the month of ____________, 192__:

Check-book balance at close of business ____________, 192____ $________
Deposits entered on check book during ____________, 192____
Deposits in transit for deposit to checking account, not yet credited____
Canceled checks during ____________, 192__ ________________
Adjustments (explain individually):
Total ____ $________
Checks drawn during ____________, 192__ ________________ $________
Adjustments:
Check-book balance at close of business ____________, 192__ ____ $________

LISTS OF CHECKS DRAWN:

Date	Check No.	Vou. No.	Pay No.	Payee	Amt.	For use of Check Division

I certify that the above is a complete, true, and correct list of all checks drawn by me on the Treasurer of the United States (or on a specially designated depositary to be named by the disbursing officer) under the symbol number and during the month stated.

Disbursing Officer.

If a check is drawn in exchange for funds, the notation "Exchange for funds" should be made. "Canceled" checks, i. e., those for which credit has been claimed, must be listed separately and transmitted monthly, the officer charging himself with the total thereof in his statement of the depositary account, as indicated in the specimen form above. "Spoiled" or "Void" checks, i. e., those for which credit as a disbursement has not been claimed, must be forwarded with the list to which they pertain, the appropriate notation being placed on the lists and checks, viz: "Void; no issue under this number," or "Void; substitute issued under same number" (on checks only).

"* * * In lieu of the list herein provided, disbursing officers may, if they so desire, furnish to the General Accounting Office either an extra carbon copy of their checks, a duplicate of any list prepared for administrative purposes, or an extra copy of their abstracts of disbursements, omitting distribution by appropriations, but accompanying such copies of abstracts with a separate list of checks drawn on pay rolls or in exchange of funds. Such copies must, however, contain all information required where lists are submitted, and be accompanied by a depositary statement." (General Regulations No. 31, General Accounting Office, September 1, 1923.)

23–52

(1) *Irregularities in the issuance, delivery, and negotiation of Government checks.*—Where any irregularity is discovered after delivery or mailing of a check, a complete report of the facts should be immediately communicated in writing to the Treasurer of the United States or other drawee requesting stoppage of payment. If the check is outstanding, appropriate action will be taken by the Treasurer or drawee. If payment has been made, the Treasurer or drawee will immediately refer the communication to the General Accounting Office for appropriate action. If it be known that the check has been paid, such irregularity should be communicated to the General Accounting Office, direct. If the check is drawn on a depositary bank, a copy of the notice to the bank should be forwarded to the General Accounting Office. The amount

of any overpayment in the particular account should be stated and the appropriation indicated.

(2) When the person entitled to the proceeds of a check complains of its nonreceipt, the drawer or administrative office should furnish him, by letter, a full description thereof and date of forwarding, and instruct him that if the check is not received within a reasonable time the letter should be forwarded to the Treasurer of the United States or other drawee with a notation thereon to that effect, over his own signature and correct post-office address. If the check is drawn on a depositary bank, the payee should be instructed to forward a copy of the letter, furnished for the purpose, to the General Accounting Office, bearing a similar notation.

(3) If a complaint specifies any irregularity such as loss or destruction of a check, the original complaint should be forwarded to the Treasurer of the United States immediately. Whenever practicable, and without causing delay, information should be given as to whether a lost check has been indorsed by the payee.

(4) In order that investigations of irregularities may not be hampered, information pertaining to, or copies of, checks should be furnished only to persons in immediate interest, such as payee and indorsers, and then only for known bona fide uses. Copies of paid checks will be furnished only when essential to the investigation, or upon a sufficient showing of other necessity therefor, subject to proper restrictions. Paid checks may not be returned except to the Treasurer for reclamation.

(5) Investigations and other action subsequent to notice of irregularities will be conducted in the Treasury Department or the General Accounting Office, as the case may be, direct with those concerned. Any claim presented for amounts recovered and deposited in the Treasury must be forwarded with full administrative report and reference to the check involved to the General Accounting Office for direct settlement. (Bulletin No. 4, General Accounting Office, August 18, 1923.)

23–53

(1) *Indorsement on Government checks.*—Checks drawn for the payment of pay rolls, where payment is to be made in cash by the post commander, acting as the paymaster's deputy, should be drawn to the order of the paymaster issuing the check and indorsed by him as follows: "Pay to the order of______________ (rank), for payment of pay roll of ______ (post or unit) for (month)."

(2) In indorsing Government checks the name and rank of the payee should be written just as it is on the face of the check.

(3) Should a check be cashed on a forged indorsement or by some person not the rightful holder thereof, and the same be honored by the Treasurer of the United States before payment has been stopped thereon, a letter should be addressed to the Secretary of the Treasury, giving complete details and requesting that the check be withdrawn for reclamation and instructions furnished in regard to further action. (21 Comp. 668, March 26, 1915, as amended by 22 Comp. 440, March 4, 1916.)

(4) When a bank cashes a check drawn by a disbursing officer of the Government to the order of a fictitious person, there is no authority of law for the Treasurer of the United States to accept the check or pay the amount thereof to the bank, notwithstanding an officer of the Army had written under a forged indorsement the words "Signature correct" and signed his name and rank. (27 Comp. 562, December 21, 1920.)

(5) An indorsement upon a disbursing officer's check by which an officer of the Army attempted to certify that the preceding indorsement was a correct signature of the person named as payee of the check is not binding upon the Government, as no officer is authorized by law to so indorse in his official capacity a disbursing officer's check. (27 Comp. 562, December 21, 1920.)

23-54

(1) *Stoppage of payment on checks.*—Upon receipt of notice by a disbursing officer that a check issued by him has not reached the party for whom intended or has been lost or stolen, he should take immediate steps to see that payment on such check is stopped, and in the case of a missing check will attempt to trace same.

(2) Requests to stop payments on checks should be addressed to the Treasurer of the United States and should contain a full description of the check; i. e., station, date, on whom drawn, name of payee, amount, object for which drawn, the name, rank, and symbol number of the officer drawing the check, and all known indorsements.

(3) If loss or nonreceipt of the check is alleged, it is important that the request be accompanied by the correspondence relating to the matter. If there is no correspondence, a short statement of the facts, bearing the signature of the payee, should be furnished if possible.

(*a*) If the check was received by the payee and subsequently lost, he must state whether he indorsed the check.

(*b*) The drawer should state that his records show the check to be unpaid, and should give the period covered by the last statement of account received from this office. (Letter of Treasurer of the United States, dated February 1, 1923.)

(4) If the amount of the check is large, or it is for other reasons deemed advisable, the active depositary banks in the vicinity should also be furnished with notice to stop payment on check. Such notice should be marked "Duplicate; original sent to the Treasurer of the United States, Washington, D. C."

(5) After it has been ascertained by the Treasurer that check has not been paid and stoppage of payment entered against the check, and "stop payment notice" issued, a copy of which will be furnished the paymaster concerned, the Treasurer will furnish the party at interest with a blank bond (Treasury Department Form No. 2244), which will contain a full description of the check.

(6) A pay officer is not authorized to stop payment on a check given by him in payment of an allotment and held by an innocent purchaser when he subsequently learns that the grantor of the allotment deserted prior to payment. (Bu. Memo. 99, p. 1072; Comp. Dec. May 6, 1909.)

23–55

(1) *Bonds of indemnity.*—Whenever an original check is lost, stolen, or destroyed, disbursing officers and agents of the United States are authorized, within three years from the date of such check, to issue a duplicate check, under such regulations in regard to its issue and payment and upon the execution of such bond, with sureties, to indemnify the United States, and proof of loss of original check, as the Secretary of the Treasury shall prescribe. (3646 R. S., as amended and reenacted by the acts of February 23, 1909, and March 21, 1916.)

(2) In case the disbursing officer or agent by whom such lost, destroyed, or stolen original check was issued is dead or no longer in the service of the United States, it shall be the duty of the proper accounting officer, under such regulations as the Secretary shall prescribe, to state an account in favor of the owner of such original check for the amount thereof and to charge such amount to the account of such officer or agent. (3647 R. S.)

(3) For regulations in regard to checks lost, stolen, or destroyed established by the Secretary of the Treasury in compliance with sections 3646 and 3647 of the Revised Statutes, see the Manual of the Supply Corps.

(4) Bonds should be executed on Treasury Department Form 2244, which contains complete instructions as to the proper preparation of such bonds. This form may be obtained from the Treasury Department.

(5) Under date of July 23, 1919, the Commissioner of Internal Revenue held that under the provisions of section 1101 of the act approved February 24, 1919 (40 Stat. 1133), no stamp-tax liability attached to bonds of indemnity furnished for duplicates of checks issued on account of allotments of pay by officers and enlisted men and payment of bonus to officers and enlisted men when discharged from the service.

(6) Upon return to the disbursing officer of the bond and affidavit properly executed, a duplicate should, if 30 days has elapsed since original issue of check, be drawn and signed by him.

(7) Duplicate check should be prepared on the standard "Duplicate" form issued by the Treasury Department (Division of Printing and Stationery). If such blanks are not in the possession of disbursing officer, one of his regular official checks should be used, changing the number thereon to agree with the number on the original. The word "Duplicate" will be conspicuously shown on this duplicate check thus issued. Proper notation relative to the use of this check and the change of its number should be made on the stub and reported in list of checks issued during the current month, furnished the General Accounting Office. (C. M. C. M. 3.)

(8) The duplicate check so prepared, together with the bond, properly briefed, should be forwarded to the Secretary of the Treasury, Division of Public Moneys, Treasury Department, Washington, D. C., accompanied by a letter requesting certification and return of the check.

(9) Upon return of the certified check by the Treasury Department it should be forwarded to the payee or the party at interest, with instructions that should the original check be recovered it should be returned immediately to the officer who drew the check, if his whereabouts be known; and if not, to the Treasury Department, with an explanatory letter.

(10) The requirement of section 3646, Revised Statutes, as amended, that disbursing officers and agents of the Uinted States must secure a bond of indemnity as condition precedent to the issuance of duplicate check upon proof of loss of the original, is absolutely mandatory, applicable in every instance, and may not be waived in issuing duplicate checks to municipalities or other corporate bodies. (27 Comp. 943, April 30, 1921.)

CREDITS AND CHECKAGES

23–61

(1) *Credits.*—Any difference in pay or allowances to which a man may be entitled should be credited on current rolls or vouchers, subject to the limitations of article 1869, Navy Regulations, provided that satisfactory evidence is produced to show that the claimant has not been settled with by the General Accounting Office and has no pending claim on file with that office; or if claim has been filed, that the man concerned has requested withdrawal of the claim and that the General Accounting Office has consented to such withdrawal. The evidence referred to above shall consist of a certificate on the pay roll by the man's commanding officer.

(2) Where credits are entered on pay rolls by commanding officers of posts on orders or other supporting evidence (such as back credits for qualification as marksman, sharpshooter, or expert rifleman, prizes for excellence on small-arms target practice, bounty, etc.), notation as to the nature of the credit should be made opposite the item and under "Remarks" should be noted in full the nature and source of the credit, numbers, and dates of the order, date of qualification, etc.

(3) Disbursing officers receiving notices of short credits in the accounts of enlisted men of the Marine Corps will immediately make such credits on their rolls without regard to the quarter during which the short credits occurred or upon whose rolls the men in question were borne. In cases where the men have been transferred before the notices of short credits are received, requests for credits will be forwarded to the officers to whom the accounts of the men were transferred. (Bu. Memo. 163, p. 3377.)

(4) Short credits discovered in the administrative audit of marine pay rolls may be adjusted immediately by the pay officer having the accounts in which the short credits appear, whether or not such accounts were borne on his rolls during the period covered by the short credits, provided the necessary request for credit is received. (Bu. Memo. 163, p. 3365; Comp. Dec. August 31, 1914.)

23–62

(1) *Checkages.*—"Stoppage of pay against a soldier is unauthorized, unless it is made in execution of the sentence of a court-martial, or in pursuance of a statute, or in conformity to the regulations of the Army, which have the force of law." (16 Op. Atty. Gen. 477.) The same rule applies to enlisted men of the Navy. (13 Comp. 411, December 19, 1906.)

(2) "The Government has the authority to withhold money due an officer to whom an erroneous payment has been made, notwithstanding the payment was found to be erroneous only upon a construction of law made after the settlement of an account in which payment was allowed." (8 Comp. 24.)

(3) "The pay of officers of the Army may be withheld under section 1766, Revised Statutes, on account of an indebtedness to the United States admitted or shown by the judgment of a court; but not otherwise unless upon a special order issued according to the discretion of the Secretary of War." (Act July 16, 1892, 27 Stat. 177.)

(4) "When the indebtedness of an officer 'has been admitted or shown by the judgment of a court,' in the operation of section 1766, Revised Statutes, as amended by the act of July 16, 1892, a legal inhibition exists against further payments to the officer until the indebtedness has been fully satisfied." (Op. J. A. G., Army, February 26, 1910; P. M. G. O. 81114.)

(5) "The act of July 16, 1892, can not be interpreted as empowering the Secretary of War to stop the pay of an officer to satisfy private debts or claims for alimony." (Digest J. A. G., Army, 1901, par. 2383.)

(6) There is no authority of law for stopping the pay of an officer or an enlisted man to satisfy his private creditors.

(7) In order to avoid losing the right to a review of the case by the Comptroller of the Treasury, officers should not make voluntary payments in cases in which they question or are uncertain as to the correctness of any amount charged against them or demanded of them. The proper procedure is to decline to make payment to the end that any charge against them shall be made by checkage against their accounts, by direction of the proper administrative authority. After such checkage has been made claim may be presented to the auditor for the amount involved, and if disallowed appeal may then be made to the Comptroller of the Treasury. (5 Comp. 335, December 23, 1898.)

(8) "Checkage by a pay officer of the Navy against his personal account of an amount disallowed by the auditor in the settlement of said officer's disbursing account, is in effect a refund of the amount and prevents a consideration of his appeal from the action of the auditor. The disallowance having been made by the auditor, two courses were open to the pay officer. He could repay the amount disallowed, or refuse to repay and appeal to this office for a revision. He can not, however, be allowed to do both." (17 Comp. 739, April 1, 1911.)

(9) No person (officer or enlisted man) in the service should have his account checked for loss or damage to public property without his consent and acknowledgment of responsibility except where the responsibility has been legally fixed after due investigation.

(10) "Under existing law, the Comptroller of the Treasury is without authority to direct a stoppage against the pay of an Army officer, such authority being vested in the Secretary of War." (22 Comp. 541, April 21, 1916.)

(11) There is no legal authority in the accounting officers of the Treasury to charge naval officers with illegal payments made by disbursing officers by

their orders or upon their certificates, except such as is found in section 285, Revised Statutes. (21 Comp. 423, December 28, 1914.)

(12) If a regulation be made providing that damage or destruction of public property shall be charged against the pay of the individual responsible for such damage or destruction ascertained by survey or other fair method, then such amount or amounts might lawfully be charged to their pay. (Bu. Memo. 96, p. 957; Comp. Dec. February 9, 1909.)

(13) Checkages against accounts of officers, except to cover overpayments of pay or allowances, advances, or forfeitures imposed by court-martial should be made only upon the officer's admission of responsibility or upon the determination of his responsibility by the Major General Commandant.

(14) "An officer makes claim for an amount checked against his account at the request of a paymaster who had illegally paid for telephone service in the officer's quarters. The claim is allowed, as the erroneous payment made by the paymaster was not made to the claimant and there is no authority of law for withholding any part of his (the officer's) pay for the relief of the paymaster." (Bu. Memo. 157, p. 3016; Comp. Dec. Mar. 26, 1914.)

(15) Checkages against the accounts of officers should be made on their monthly pay vouchers (Forms N. M. C. 423) either by the officer submitting the account, in the space provided "Less deduction for," or by the disbursing officer carrying the account, under the heading "Paymaster's statement."

(16) Overpayments to an officer should be deducted on the first payment made to him on account of pay subsequent to discovery.

(17) The amount of the money gratuity and the cost of transportation furnished a discharged naval prisoner under the acts of February 16 and March 3, 1909 (35 Stat. 622, 756), should not be checked against his account upon reenlistment. (20 Comp. 412, Dec. 23, 1913.)

(18) Checkages for Government property should be itemized under "Remarks" when made on the pay rolls, "Statement closing account for final settlement," Form N. M. C. 90, or "Pay and commutation voucher, enlisted men," Form N. M. C. 731, and when reported on "Final settlement on discharge," Form N. M. C. 423, they should be itemized in the indorsement.

(19) Where loss of or damage to Government property is discovered, and where the responsibility is acknowledged or determined by a board of survey after the man's accounts are closed for discharge, the amount involved should be collected in cash prior to discharge and the fact reported on the "Final settlement on discharge." This notation should also be entered on the copy of this form given to the marine. The amount collected should be transmitted to the disbursing officer making the settlement or deposited in an authorized depositary to his credit.

(20) In making checkages against the account of a deserter or straggler the cost, if any, of subsistence, lodging, transportation, and transfers, ~~and telegrams~~ properly chargeable to him should be itemized under "Remarks" on the pay rolls to show the amount paid for each.

(21) *Request for checkages.*—"Requests for checkage or credit in the accounts of enlisted men of the Marine Corps * * * to cover differences in pay or

allowances (short credited or overpaid) which the pay officer himself discovers on current rolls submitted or settled by him, or which come to his attention through the administrative analysis of the marine pay roll, or through the auditor's statement of the account, should be made out and signed by the pay officer. * * *" (Bu. Memo. 145, p. 2466.)

(22) When a paymaster has occasion to check or credit the account of an officer or enlisted man whose accounts are no longer borne on his rolls (Form N. M. C. 301), "Request for credit or checkage" will be prepared and forwarded in duplicate to the disbursing officer carrying the officer's or man's account. This form should be prepared only by a disbursing officer of the Marine Corps.

(23) Marine officers, except those of the Paymaster's Department, have no authority to issue such requests either ashore or afloat.

(24) Upon the receipt at a post of a request for checkage, record of the same should be made in such form as to insure entry on the current pay roll. When such requests are received direct from a naval pay officer, similar record should be made and both copies promptly sent to the disbursing officer having the accounts.

(25) Requests for credit or checkage will not be held at the post until the roll has been prepared and submitted, but will be noted immediately on the card of the man and returned to the disbursing officer having the account, bearing an indorsement to the effect that checkage will be made on the next pay roll submitted.

(26) In the event a request for checkage or credit is received after the man has been transferred, the same will be forwarded immediately to the proper paymaster.

(27) It is the duty of the pay officer to certify to the accomplishment of such requests, such certification to be made after proper entries have actually been made on rolls submitted to him for settlement. (Bu. Memo. 138, p. 2252.)

(28) In the event of a man's transfer after the return by the post of a request to check his account, but before the checkage is actually made the commanding oficer will enter in the service-record book, under the heading "Other checkages pending," the date of the man's transfer, the nature of the checkage, the amount, and the name, title, and station of the officer requesting the checkage.

(29) The name of the pay officer requesting the credit or checkage should be entered on voucher, pay roll, or transcript opposite (over in the case of transcripts) the amount, and under "Remarks" the source, date, and reason for credit or checkage.

(30) No voucher is required to accompany the pay roll to support checkages for loss of or damage to Government property, or for overdrawn clothing, except when requests for such checkage come from the General Accounting Office, another pay officer, or administrative officers other than those attached to the command. Checkages for quartermaster's stores noted for checkage in the service-record book require no letter of request to accompany and support them, in so far as the pay roll is concerned.

(31) The method of handling cash advanced by supply officers of the Navy to enlisted men to cover subsistence and transfer from one station to another is as follows: Ordinary request for checkage in duplicate, covering the amount advanced for subsistence and transfer is forwarded by the supply officer making the advance to the supply officer on whose account the man is taken up for pay. Checkage is accomplished in the usual manner. The account of the man is then credited with the amount of expenditures made from the funds advanced, as evidenced by receipts submitted by the man. The receipts are retained by the supply officer making the credit and filed with his account to support said credit. Thus a man is advanced $5, which is checked against his account. He furnishes a receipt for $4.50 and his account is credited that amount. The officer who makes the advance has the accomplished request for checkage to support said advance. The officer making the credit has the receipts to cover the credit. This avoids the necessity of keeping track of refunds and sending receipts to the officer making the advance.

COLLECTIONS AND REFUNDS

23–63

(1) Where refunds are made by an officer on account of (1) nonpayment of enlisted men, (2) collections on discharge, (3) cash received from sales (other than pertaining to the Quartermaster's Department), (4) furlough in lieu of discharge by purchase, (5) from enlisted men for deposit, or from any other source where the regulations provide that the same be turned over to the Paymaster's Department, the funds received should be disposed of as follows:

(*a*) In the first and second cases by check drawn to the order of the paymaster making the settlement on pay roll or discharge or by deposit to the official credit of such officer in the nearest Government depositary.

(*b*) In all other cases by check to the order of the paymaster who carries the accounts of the command, or by deposit to the official credit of such officer, as described in paragraph (*a*). In all cases where such collections are deposited to the credit of the paymaster concerned the Treasury receipt of such deposit should be obtained and immediately forwarded to the proper paymaster.

(*c*) As the Paymaster at Headquarters does not keep an open disbursing account, checks and deposits should not ordinarily be made in his favor, but in favor of the assistant paymaster on duty in his office.

(*d*) Where it is impracticable to transmit all such funds by check which can be cashed at par at the paymaster's station (there being no fund from which exchange on checks can be paid), or to deposit the same, as indicated, the cash may be transmitted by express.

(2) Checks transmitted to cover refunds, collections, etc., should be drawn or indorsed to the order of the paymaster by title and not by name; i. e., "The Assistant Paymaster, U. S. M. C. ——— city, ——— State," or "The Assistant Paymaster, U. S. M. C., Washington, D. C."

(3) All collections received by paymasters should be deposited immediately in the nearest Government depositary.

(4) Monthly collections (not refunds for which credit has not previously been claimed) should be shown by the paymaster on his monthly schedule ~~abstract~~ of collections (Form N. M. C. 1036 ~~418~~), and each entry thereon should be supported by the original letter transmitting the funds or other statement over the official signature of the officer making the remittance.

(5) In order that paymasters may comply with the provisions of the preceding paragraph, officers transmitting collections (or receipt for collections deposited) should accompany the same by a letter of transmittal (in duplicate) setting forth the source of the collection, the amount thereof, etc., but no letter of transmittal is required where collection is made on discharge and a report of the collection appears on the reverse of the final statement (Form N. M. C. 423) over the signature of the commanding officer.

(6) All amounts collected by commanding officers to cover men's indebtedness to the Government at the time of discharge from the service should either be deposited in the nearest depositary to the official credit of the paymaster making the final settlement or the cash or check transmitted to such paymaster. These amounts include collections made because of loss or damage to Government property, absence without or over leave or on account of sentences of courts-martial, overdrawn clothing, and, in fact, any and all charges which may develop between the date a man's account is closed for discharge and the date of his actual discharge. This does not include collections on account of post-exchange indebtedness, which are turned over to the exchange officer.

(7) Collections made on discharge and noted by the commanding officer in his indorsement on the reverse of the final settlement will, without exception, be incorporated in the man's account (by the necessary credit and debit entries) on the recapitulation and transcript.

(8) Should a marine die or desert in the interval between signing the pay rolls and the receipt of the money at the post from the paymaster, the check will be immediately returned by registered mail or the cash deposited in the nearest Government depositary to the credit of the paymaster making the settlement, and the certificate of deposit forwarded at once to that officer. When the latter course is impracticable a check for the total cash refund may be transmitted by registered mail, or the amount in cash transmitted by express, as may be most convenient and expeditious. Notation of the fact of nonpayment will be made on the receipted copy of the pay roll and verified by the witnessing officer before affixing his signature at the foot thereof, similar notation being made at the same time on the retained memorandum roll of the command. When a paymaster has had money returned to him in such cases he will make the proper notation on his memorandum copy of the roll. The same course will be pursued should a marine decline to receive his pay or for any reason it should be impracticable to deliver it to him in person.

(9) Form N. M. C. 429 will be used in returning the signed roll of a command after a payment by the commanding officer thereof. In this form particular attention is invited to the character of the first indorsement on the reverse

side. This should be carefully filled out and compared with the pay rolls before return to the paymaster in order to insure that the names of all men shown "Not paid" on the roll appear thereon.

(10) Where funds are left at a post for delivery to absentees the signature of the witnessing officer will not be entered in the pay roll until after disposal of such funds.

(11) Under no ordinary circumstances is the completed payment of a command to be delayed beyond the period of three days, and if payment is delayed beyond that time a full report giving in detail such extraordinary circumstances must be submitted without delay to the paymaster concerned.

CURRENCY (DOMESTIC AND FOREIGN)

23-64

(1) When currency is being obtained, the utmost care will be exercised to guard against loss. Currency will invariably be handled in regulation money bags, except when coin received is too bulky to be thus carried. When obtaining money an officer should invariably carry a firearm. When currency is being transported to a ship by boat, a line with a buoy attached will be made fast to the bags or other containers. In the field, or elsewhere when necessary, a guard will be placed over the money to insure its safekeeping during the absence from the office of the disbursing officer and his office force.

(2) Currency in hand will be kept by the disbursing officer in a safe, the combination of which will be known only to himself. A limited amount of currency may be turned over to the pay clerk for making current daily disbursements as the paymaster's deputy which will be kept in a separate safe, the combination of which will be known only to the clerk. The money so turned over will be covered by a receipt, which will be kept in the disbursing officer's personal custody. The balance in the possession of the clerk will be frequently verified by the disbursing officer.

(3) Payments made in foreign money on individual receipts will show in the body of the receipt the foreign money so paid, in words and figures, and at the bottom of the receipt its value in United States currency and rate of exchange. On pay rolls, the amount of foreign money will be permanently shown (typewritten) in figures, preceded by the symbol of the currency used, in the column "Due and paid," immediately above the United States currency equivalent. In no case, however, will the full account be stated in foreign money on individual vouchers or pay rolls.

(4) Under "Paymaster's statement" on pay rolls, the total amount of foreign currency paid will be stated. The rate of exchange will also be shown.

DEPOSITS OF PUBLIC FUNDS

23-65

Disbursing officers having moneys in their possession not required for current expenditures shall pay the same to the Treasurer, an assistant treasurer, or some public depositary of the United States without delay, and in all cases within thirty days after their receipt. (3621 R. S., amended by act May 28, 1896, 29 Stat. 179.)

23-66

All disbursing clerks and agents of the executive departments, independent offices, and commissions, and offices under any part of the executive departments located in the District of Columbia, who obtain cash for the purpose of paying the proper persons or employees in cash to avoid carrying unnecessary balances of cash are directed to deposit not later than at the expiration of 30 days from and after the period during which the services were rendered, with the Treasurer of the United States, to their official credit, subject to check, any and all balances of cash drawn to meet pay rolls and remaining in their hands, and thereafter to make payments appropriate to be made by check and not in cash. (Treas. Dept. Cir. 195, January 24, 1921.)

23-67

Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any purpose not prescribed by law, withdraws from the Treasurer, or any assistant treasurer, or any authorized depositary, or for any purpose not prescribed by law transfers or applies any portion of the public money intrusted to him, is in every such act deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied, and shall be punished by imprisonment with hard labor for a term not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment. (Sec. 91, act of March 4, 1909; N. R. 1758.)

23-68

Every deposit of funds to the official credit of a disbursing officer shall be made with the Treasurer of the United States. Disbursing officers stationed in the Philippine Islands may make deposits with the treasurer of the Philippine Islands, such deposits to be accompanied by Form 6599. The treasurer mentioned will receipt in duplicate for such deposits, returning the duplicate receipt to the disbursing officer.

23-69

Disbursing officers of the Marine Corps desiring to deposit funds with the Treasurer of the United States, which are to be placed to their official credit, are required to use Treasury Department Form 6599, preparing an original and three copies. The original, duplicate, and triplicate should be delivered to the depositary, who will date and sign the original and duplicate and deliver or mail the duplicate to the officer whose account is to be credited. The depositor should retain the quadruplicate copy.

23-70

Whenever possible the above form should be prepared by the use of a typewriter and good carbon paper. All blanks should be filled out and care should be exercised to insure the correct statement of the name of the officer, the title of the account, and the symbol number of the account to be credited.

23-71

When one officer is authorized to deposit funds to the credit of another, the name of the depositing officer will appear on the top line, and the name of the officer to be credited will be entered in the block below the written amount, making it read: "For credit, subject to check, in the disbursing account of John Doe, symbol number 0000."

23-72

Remittances received by a disbursing officer in his official capacity in the form of checks, drafts, or money orders should not be cashed by him, but should be delivered to the Treasurer of the United States or to a designated depositary for collection and deposit with the Treasurer to the officer's official credit.

23-73

Deposits will be made to the credit of the Treasurer of the United States either with the Treasurer, a Federal reserve bank, or a designated national depositary, and should be accompanied by a letter of transmittal.

23-74

Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing officers' funds must be made in accordance with the provisions of Department Circular No. 176, dated December 31, 1919, and there should be specified on the face or the back of the certificate of deposit the particular appropriation or appropriations which are to be credited and the amounts which are to be credited to each of the appropriations mentioned. (Treas. Dept. Cir. 195, January 24, 1921.)

23-75

Whenever a disbursing officer having funds on deposit to his official credit with the Treasurer of the United States desires to pay such funds into the Treasury, either as revenue or as a repayment to an appropriation, he shall draw a check on the Treasurer of the United States to the order of the Treasurer, a Federal reserve bank, or an active designated depositary bank, as may be most convenient, showing that the amount is "for deposit to the credit of the Treasurer of the United States on account of (state specifically on what account deposit is made)." The check shall be sent to the Treasurer, the

Federal reserve bank, or active designated depositary bank in whose favor drawn. The Treasurer or bank shall issue the usual certificate of deposit. (See Treas. Dept. Cir., February 28, 1915.)

23-76

Referring to paragraph 2 of Treasury Circular 281, dated March 20, 1922, as all funds are advanced to Navy disbursing officers under general account of advances, all unexpended balances should be credited to this account when deposited. In depositing such balances, the certificate of deposit should be clearly marked to indicate that the Navy Department's general account of advances is to be credited, and letters of transmittal should clearly show that the disbursing officer's personal account and not his checking account is to receive credit. (Bu. Memo. 236, p. 6251.)

23-77

Refundment is authorized of any amount not due or to become due to the United States which has been erroneously covered into the Treasury. (20 Comp. 490, January 14, 1914.)

23-78

Whenever a deposit is made by a disbursing officer to the credit of the United States, the General Accounting Office should be advised by letter, via the Paymaster or Quartermaster, as the case may be. Such letters should embrace a specific statement giving the source from which received, purpose of the deposit, appropriation or fund to be credited, and certificate of deposit number and date.

23-79

Proceeds from sales to officers, enlisted men, and civilians covering provisions, clothing, and other Government property, less overhead charge, will be deposited in a disbursing officer's account under general account of advances. Such funds will be reported as a credit to the appropriation "General expenses, Marine Corps," on the monthly statement of receipts and expenditures, and the quarterly account current.

23-80

Proceeds from the overhead charge on sales, gains due to fractions of a cent on sales of subsistence, stores, etc., recovered for Government property lost or damaged by railroad or steamship companies and recovered from officers and enlisted men for lost property covered by survey will be deposited in a disbursing officer's account under general account of advances. Such funds will be reported as a credit to miscellaneous receipts on the monthly statement of receipts and expenditures and the quarterly account current.

23-81

Proceeds of surplus property sales and condemned Government property sales, including clothing, will be deposited in a disbursing officer's account under general account of advances. Such funds will be reported as a credit to naval working fund on the monthly statement of receipts and expenditures and the quarterly account current.

23-82

Disbursing officers in the field, or where a national bank depositary is not available, should retain the cash proceeds of sales and funds received from other sources in their possession, accounting for such funds on their accounts current and showing sufficient data to readily identify each item.

23-83

Proceeds received involving miscellaneous receipts, naval working fund, and a credit to appropriation will where it is impracticable to deposit such funds with the Treasurer of the United States or a designated depositary be shown on the monthly statement of receipts and expenditures under such headings and carried out and taken up under general account of advances.

23-84

Disbursing officers depositing proceeds from sales of surplus supplies, or sales of condemned Government property, will be careful to specify that the amount deposited represents proceeds from surplus supplies, or that the amount represents proceeds from sales of other Government property. Proceeds of sales of surplus and condemned property should be deposited as soon as all expenses in connection therewith have been ascertained and paid. Proceeds of surplus material should be deposited separately from the sales of other Government property and the certificates of deposit properly inscribed.

23-85

It is very important that disbursing officers in making deposits of proceeds of sales see that certificates of deposit clearly indicate the source of the receipt, also that this information is shown on all letters or statements reporting these deposits to the General Accounting Office (Military Audit Division); to the Bureau of Supplies and Accounts, and to the Quartermaster.

23-86

All disbursing officers of the Marine Corps depositing funds with the Treasurer of the United States, or any designated depositary, involving miscellaneous receipts and naval working fund, will be careful to specify when transmitting such funds the various sources from which the funds were derived; i. e., total amount received from lost property and overhead charge on sales, and sales of surplus supplies and condemned property, etc., respectively.

23–87

Upon receipt of certificates of deposits, the information outlined above, together with the number and date of such certificates, will, in all cases, be reported by separate letters to the Comptroller General of the United States, General Accounting Office, Military Division, Washington, D. C., and to the Bureau of Supplies and Accounts, Navy Department, Washington, D. C.

GENERAL ACCOUNTING OFFICE

23–89

Establishment.—"There is created an establishment of the Government to be known as the General Accounting Office, which shall be independent of the executive departments and under the control and direction of the Comptroller General of the United States." (Budget and accounting act, June 10, 1921.)

23–90

Duties.—"All powers and duties now conferred or imposed by law upon the Comptroller of the Treasury or the six auditors of the Treasury Department * * * shall, so far as not inconsistent with this act, be vested in and imposed upon the General Accounting Office and be exercised without direction from any other officer. The balances certified by the Comptroller General shall be final and conclusive upon the executive branch of the Government. The revision by the Comptroller General of settlements made by the six auditors shall be discontinued, except as to settlements made before July 1, 1921." (Budget and accounting act, June 10, 1921.)

23–91

Applications to the Comptroller General of the United States, under the act approved July 31, 1894, for his decision upon any question involving a prospective payment, shall be forwarded through the usual official channels to the Navy Department for transmission to that officer.

23–92

Appeals from disallowances should not be made through official channels, but should in all cases be forwarded through the Paymaster or Quartermaster as appropriate.

23–93

Balances certified by the General Accounting Office are final, except that any person whose accounts have been settled may within one year obtain a revision of the said account by the Comptroller General of the United States. (Act of July 31, 1894. 28 Stat. 207.)

23-94

Date decision is effective.—"The decision of the Comptroller of the Treasury in a particular case takes effect from its date, but the principles enunciated in decisions of the comptroller are applicable to all cases arising under the statutes therein construed, whether occurring before or after the date of the decision." (12 Comp. 745, June 5, 1906.)

23-95

Accounts pending before auditor.—"The Comptroller of the Treasury is not authorized to render decisions to disbursing officers upon questions of law pertaining to payments which have been made by them, which are items in accounts pending before the auditor." (5 Comp. 727.)

23-96

Court of Claims.—Action may be brought in the United States Court of Claims for recovery of funds made good in accordance with disallowances which the Comptroller General of the United States has refused to remove.

23-97

Reopening decisions.—"A comptroller can reopen the decisions of his predecessors only for fraud, mistake in matters of fact arising from errors in calculation or newly discovered material evidence." (Bu. Memo. 152, p. 2819; Comp. Dec. September 30, 1913.)

23-98

Payment of doubtful claim.—A disbursing officer who pays a claim about which there may be any doubt without availing himself of the comptroller's ruling, which, whether right or wrong, protects the officer fully, can have no just ground for relief. (4 Comp. 3, July 9, 1897.)

23-99

When disbursing officer or department head requests decision.—A disbursing officer is entitled to ask a decision when the question he presents is involved in an account which he has, by general or special instruction, been directed to pay. When the expense has not yet been incurred, but the decision of the Comptroller General of the United States is desired for the guidance of the department in the use of its appropriations, the question upon which a decision is desired should be submitted by the head of the department. (1 Comp. 500, May 31, 1895.)

23–100

Hypothetical cases.—"The Comptroller General of the United States would not be justified * * * to render a decision upon a hypothetical case involving only a question of law, and his decision of such a question would not be official if rendered, and would afford no legal protection to a disbursing officer making payment under it." (Comp. Dec. February 16, 1903.)

23–101

Information to be given in requests for decision.—"To enable the Comptroller of the Treasury to render to disbursing officers or the head of any executive department, or other establishment not under any of the executive departments, advance decisions upon any question involving a payment to be made by them or under them under section 8 of the act of July 31, 1894 (28 Stat. 208), there should be submitted to him not only the account presented for payment but all material facts and evidence necessary to support the same. The person submitting the request for decision should in all cases indicate the particular point or question upon which the decision is desired." (18 Comp. 457, December 19, 1911.)

23–102

"*An advance decision* by the Comptroller of the Treasury determines only questions of law, not of fact, the conclusion of law being predicated, for the purposes of the decision, upon an assumed state of facts." (22 Comp. 421, February 26, 1916.)

23–103

"*The jurisdiction of the Comptroller* of the Treasury to decide questions submitted by heads of departments is limited to matters involving payments to be made by them or under their authority, and does not extend to the decision of questions involving collections to be made and damages alleged to be due the Government from a telegraph company." (22 Comp. 324, January 24, 1916.)

23–104

Disallowances repaid by disbursing officers.—If a disbursing officer of the Government has repaid to the Government an amount disallowed by the auditor, the comptroller has no authority to consider the item, as same is not an outstanding difference. Such disbursing officer, however, has authority to submit a claim for the amount so checked to the auditor, and, if dissatisfied with that officer's action, to appeal to the comptroller within one year, provided he does not accept payment of the amount allowed by the auditor as to any item on which he desired revision. (Appeal No. 19063; decision by Asst. Comptroller Mitchell, August 18, 1911.)

23-105

Disallowances refunded to disbursing officer.—After an amount disallowed in a disbursing officer's account has been refunded to him by the person to whom payment was made, the disbursing officer has no such interest as will authorize an appeal from the settlement of the auditor as to said disallowances. (7 Comp. 666.)

23-106

Bound volumes of decisions.—Each regularly established office of the Paymaster's and Quartermaster's Departments has been furnished with a complete set of bound volumes of decisions of the Comptroller of the Treasury and the Comptroller General of the United States, and additional volumes will be furnished from time to time as they are published; these sets should not be taken from the office upon transfer, but should be left as a part of the permanent records of that office.

23-107

Approval of blank forms for the keeping and rendering of public accounts must be obtained from the Comptroller General before adoption, and disbursing officers desiring any change made in such forms should submit a sample in duplicate of the form, amended as desired, to the Paymaster or Quartermaster, as appropriate, who will, if he deems proper, submit same to the Comptroller General for his approval.

23-108

"***An adverse advance decision*** rendered by the Comptroller General on the request of the head of an executive department with respect to a claim and based on an assumed statement of facts, does not affect the right of the claimant to have his claim settled by the accounting officers of the Treasury Department on the actual facts as they may be shown to exist, and the executive department concerned should, in the interest of the Government, refer the claim for settlement to the proper auditor of the Treasury Department immediately after the rendering of such decision when all the evidence with respect to the claim is readily available." (23 Comp. 723, June 1, 1917.)

23-109

The action of an auditor on a particular item included in a settlement by him is subject to revision by the comptroller under and in accordance with the conditions of the act of July 31, 1894; and such an item can not be made the basis of a new or supplemental claim for settlement by the auditor, notwithstanding the fact that the action of the auditor with respect to that item in the original settlement was based on a misapprehension of the facts. (23 Comp. 379, January 8, 1917.

23-110

(1) *Refund of an amount disallowed* can not be demanded of a claimant before revision by the comptroller unless the auditor's action is accepted as final. (24 Comp. 96, August 3, 1917.)

(2) The action of a claimant in refunding an amount disallowed by an auditor, although under protest and reserving the right of appeal, precludes a revision of the account by the Comptroller of the Treasury. (24 Comp. 109, August 10, 1917.)

23-111

Request for rehearing.—Where a claimant for reimbursement under the act of March 3, 1885 (23 Stat. 350), of the value of property lost in the military service failed to submit with his application sufficient evidence to establish his claim, and after recourse to the courts applied to the comptroller for rehearing, accompanying said application with evidence which was in his possession but not presented at the time of his original application, such evidence is not newly discovered and does not authorize a reopening of the case. (26 Comp. Gen. 53, July 19, 1919.)

23-112

Duties of General Accounting Office.—The General Accounting Office, ~~Military~~ Audit Division, shall receive and examine all accounts relating to the Marine Corps, and all other business within the jurisdiction of the Department of the Navy, and certify the balances arising thereon to the Division of Bookkeeping and Warrants, and send forthwith a copy of each certificate to the Secretary of the Navy. The General Accounting Office, ~~Military~~ Audit Division, may suspend items in an account in order to obtain further evidence or explanation necessary to their settlement. The balances certified by the General Accounting Office, ~~Military~~ Audit Division, upon the settlement of public accounts shall be final and conclusive upon the executive branch of the Government, except that any person whose accounts may have been settled or the head of the executive department to which the account pertains may within a year, obtain a revision of said settlement by the Comptroller General of the United States. Any person accepting payment under settlement by the General Accounting Office, ~~Military~~ Audit Division, shall be thereby precluded from obtaining a revision of such settlement as to any items upon which payment is accepted. (Secs. 7 and 8, act of July 21, 1894, 28 Stat. 207, 208; R. S. vol. 2, pp. 214, 215. Amended by the Budget and accounting act, June 10, 1921.)

23-113

As there is no authority of law for any payment under an auditor's settlement otherwise than in full satisfaction of the item or items upon which such payment is made, a claimant who accepts payment under an auditor's settlement can not, by entering formal protest against the sufficiency of the payment and stating that the amount received will be applied as partial payment, preserve his right to have the settlement revised by the Comptroller of the Treasury within one year, under section 8 of the act of July 31, 1894 (28 Stat. 208), as though he had not accepted payment. (27 Comp. 682, February 5, 1921.)

OVERPAYMENTS

23–114

Disallowed.—Overpayments other than such as are produced by authorized advances will invariably be disallowed.

23–115

Fixing responsibility for.—When, at other offices than Headquarters, it may be found necessary to fix the responsibility for overpayments resulting from certification of officers submitting accounts, the paymaster concerned should, upon receipt of information contained in the memorandum of analysis of his account or other authoritative data, furnish the certifying officer with an extract thereof, advise him that his comment is desired for reference to the Major General Commandant for determination of responsibility, and after having secured same refer the case, with such comment as he may deem necessary, to the Paymaster for further action.

23–116

Allotments.—If a request to stop an allotment is not acknowledged, it is the duty of the pay officer to make inquiry and to take steps necessary to protect himself from liability. If he fails to do this, the pay officer is liable for overpayments made on allotments. (15 Comp. 306, November 10, 1908.)

23–117

(1) *Pay officer responsible if in possession of facts.*—"A pay officer in possession of all the facts necessary to enable him to pay an enlisted man the correct amount due upon discharge is responsible for an overpayment made by him, even though the overpayment results from an erroneous balance transferred to him by the pay officer from whom he received the account due to the latter's failure to check the amount accrued at the date of the man's conviction of fraudulent enlistment, as it was his duty to have done." (Bu. Memo. 133, p. 2017; Comp. Dec. March 30, 1912.)

(2) "An enlisted man was discharged on account of physical disability with amount overpaid $31.15 because of clothing bounty; some months later he again enlisted, but made no declaration at the time as to his former service in the Navy; the auditor disallowed the amount formerly overpaid ($31.15) in the pay officer's account. It is decided that the pay officer should not be charged with the amount in question, as notice was not received by him regarding requirement for a checkage." (Bu. Memo. 156, p. 2988; Comp. Dec. February 13, 1914.)

PAYMENTS

23-118

Payments to officers and civil employees will ordinarily be made on individual vouchers (Form N. M. C. 426) by check forwarded direct to officer or employee concerned. However, where there are a number of civil employees serving at the same station, such as at Headquarters, Marine Corps, payments may be made to them on pay rolls and in cash. Officers serving on expeditionary duty and on foreign stations where the disbursing officer is authorized to carry cash may be paid in cash.

23-119

Payments to enlisted men will be made on pay rolls, except those on detached duty, recruiting duty, and on duty in staff offices and depots of supplies, who will be paid on individual vouchers (Form N. M. C. 731) or pay rolls, as may be most desirable. Final settlements on discharge in the case of enlisted men will be made on Form N. M. C. 423.

23-120

(1) *Payment of a command.*—When the payment of a command is to be made in person by a paymaster of the Marine Corps or his pay-clerk deputy, the commanding officer should provide a room of suitable size and the necessary tables, chairs, and stationery. No collections will be permitted in this room if they cause confusion, delay the payment, or interfere in any way with the officer making the payment. Men to be paid should be advised, prior to the time of payment, as to the relative position of their names on the pay roll, and the command should be formed accordingly, each man being instructed to answer "Here" and step up to the pay table promptly when his name is called.

(2) Men who are not to be paid should not be in line. All men who have signed for pay, and whose duties do not make it impracticable, will be required to be present at the pay table for payment. Men absent from the pay table when their names are called will not be paid unless such absence is excusable.

(3) Either the commanding officer, or an officer designated for the purpose, will be present at the pay table to witness the payment. After all men have been paid, the witnessing officer will sign the certificate in the roll.

(4) Prior to the payment of the command, the commanding officer should have prepared, on Form N. M. C. 430, a list of men who have signed for pay but who will not be present at the pay table, and an envelope for each of these men, showing the pay roll number, name, rank, and amount to be paid.

(5) At the time of the preparation of this form, it will be completed to show the officer to whom the commanding officer delegates authority to receive and receipt for such funds as may be left by the paymaster for such men as are to be paid but are excusably absent from the pay table. If the commanding officer, himself, desires to receive and receipt for such funds, that part of the form intended for the delegation of authority will be removed.

(6) At posts where the paymaster pays in person and it is necessary to leave funds with the commanding officer for delivery to individuals who are absent for cause from the pay table, a receipt therefor should be taken on Form N. M. C. 430. A copy of this receipt will be retained at the post for reference

(7) Where funds are turned over for delivery as indicated, the pay roll will be left at the post and not witnessed until after the disposition of the above amounts.

(8) Money left with the commanding officer for payment of absentees from the pay table will not be held at his discretion, but will be returned, together with the pay roll, to the paymaster within a reasonable time, not exceeding three days. Form N. M. C. 431 will be used for this purpose.

23-121

Man's signature evidence of payment.—In the absence of proof to the contrary, the witnessed signature upon the pay roll furnishes conclusive evidence that an enlisted man received the amounts charged against his account. (Comp. Dec. April 29, 1913.)

23-122

When made.—Payments should be made as soon after the close of each month as practicable.

23-123

In cash or by check.—Payments made by a paymaster in person will be made in cash. Men absent from the post on detached duty, or those under treatment in a naval hospital, may be paid by individual check.

23-124

To men in hospital.—No payment of money will be paid to any enlisted person of the Navy or Marine Corps under treatment at a hospital without the approval of the medical officer in command thereof.

23-125

Other check payments.—Payments by individual check may also be made in cases where it is impracticable to make payments otherwise. Individual checks for payment of enlisted men will be forwarded by registered mail to the commanding officer of the post for delivery to the men so to be paid. Form N. M. C. 329 will be used for this purpose.

23-126

No receipt for check payments.—No receipt shall be required or taken for payments made by check on account of pay, but a description of a check so issued should be entered in the proper account on the voucher or the pay roll.

23-127

(1) *By commanding officer.*—In cases where it is impracticable for a paymaster or his pay-clerk deputy to make payment in person, a check for the entire amount to be paid in cash, together with a schedule of change required, should be forwarded to the commanding officer with a letter of transmittal (Form N. M. C. 429). The check should be drawn to the order of the paymaster and indorsed by him to the order of the commanding officer, e. g., "Pay to the order of ———, U. S. M. C., for the pay roll of ——— (organization to be paid) ——— for ———, 19—." The check should be cashed in the required denominations by the commanding officer, and payment should be made by the latter as the paymaster's deputy.

(2) Form N. M. C. 429 (letter transmitting check for settlement of pay roll) should be returned with the signed roll by the officer making the payment to the paymaster immediately after payment. Total refunds of sums not delivered should, if returned by check, accompany this form. Where refunds are to be deposited at nearest public depositary the return of this form should not be delayed therefor, but this fact should be indicated in the place provided. This form should show in detail pay-roll number, name of man, amount not delivered in each case, and under the head of "Remarks" the cause for non-delivery should be indicated, viz, transferred (Tr); deserted (Des); died; absent without leave (AWOL); sick in hospital (SH); confined (Con); awaiting trial by court-martial (GCM); or (SCM); in hands civil authorities (CA), giving date in figures, e. g., 8/9/16.

(3) A commanding officer acting as the paymaster's deputy should make payments immediately after the check is received and should not hold any of the money left at his discretion, but should return the money and the pay roll to the paymaster as provided, unless payment can be made within a reasonable time, not exceeding three days.

(4) *Should a marine die or desert* in the interval between the signing of the pay roll and the receipt of the money at the post from the paymaster, the check or cash should be returned immediately to the paymaster. The same course should be pursued should a marine decline to receive his pay, or if for any reason it should be impracticable to deliver it to him in person.

(5) *Shipment of cash by registered mail.*—Where it is impracticable for a paymaster to make payment in person, or where difficulty may be encountered in cashing checks, the forwarding of currency and coin by insured registered mail under the following conditions, through the medium of a Federal reserve bank, is authorized:

(*a*) Check for the amount to be forwarded, together with schedule of change desired, to be delivered to the Federal reserve bank, together with the name, rank, and address of the officer to whom the cash is to be forwarded.

(*b*) Shipment to be insured by the Federal Reserve bank under its registered-mail insurance contract.

(*c*) The cost of postage and insurance to be paid by the assistant paymaster who requested the shipment made, on public bill, immediately upon shipment of funds. Expenditures on this account will be charged to the appropriation "General Expenses, Marine Corps."

(*d*) Upon delivery of check to the Federal reserve bank the officer to whom shipment is to be made to be notified by the assistant paymaster concerned and a copy of the change list furnished him.

(*e*) Immediate acknowledgment of receipt of shipment to be made to the assistant paymaster concerned by the officer receiving the same.

(6) *Shipment of cash by express.*—Where the method outlined in the preceding paragraph can not be followed, shipment of cash by express may be made.

23-128

(1) *Instructions for cash shipments.*—The following instructions will be observed in the forwarding of cash for the payment of troops at a post or station not visited in person by the paymaster, and in the receipt and distribution of such cash at the posts or stations where payments are to be made:

(2) The paymaster, in the presence of at least one witness, will personally place in each envelope the exact amount of money due each marine whose name appears on the pay roll, seal the same, see that the name of the marine and amount inclosed are marked on the envelope and that the sealed envelopes are inclosed in one sealed package, upon the outside of which will be indorsed:

1. Name of organization.
2. Number of sealed envelopes inclosed.
3. Total amount of pay due and remitted.
4. Signature of the paymaster.

For the Commanding Officer.

The following is a specimen indorsement:

NAVAL PRISON, NAVY YARD,
Portsmouth, N. H.

Contents:
Pay for M. D., N. P., Portsmouth, N. H., for Feb., 1921. 150 sealed envelopes, $2,813.12.

(Sgd.) JOHN DOE,
Captain, Asst. Paymaster,
U. S. Marine Corps.

(3) All the packages containing sealed envelopes for the several organizations, completed and indorsed as above, will be made up into one or more parcels and sealed by the paymaster. Upon the outside of each parcel will be marked the name and address of the post or other command and the names of the subordinate organizations for which pay is therein remitted, and the paymaster will append thereto his signature.

(4) The consolidated parcels thus marked and addressed to the commanding officer will be forwarded by express at carrier's risk to its destination.

(5) At places beyond express delivery the commanding officer, when notified by the paymaster that funds sent by express are to be expected, will send an officer with a suitable guard to receipt for the express parcel and convey it to the post.

(6) When the express parcel (or parcels) is received at the post or other organization it will be opened in the presence of witnesses by the commanding officer, who will observe the condition of the seals, verify the number of company and detachment packages, and see that the marking upon them conforms to these instructions. When practicable the seals will be removed intact and retained until the payment is completed and found correct. The separate sealed packages containing the pay for the several companies and detachments will then be delivered to the officer designated to pay the command for distribution, which will be made as soon as practicable thereafter; but in no case will such distribution be deferred more than 24 hours. The commanding officer will be responsible for the safekeeping of the packages of funds from the time of their receipt at the post or other organization until they have been thus turned over for distribution.

(7) When a company or detachment is mustered for pay, the officer designated to pay the command will open the package containing the pay for that company or detachment in the presence of at least one witness, who shall be a commissioned officer if available. The number of sealed envelopes purporting to contain the pay of individual marines will be counted and the agreement of this number with the record made by the paymaster upon the wrapper will be verified by comparison with the pay roll before distribution begins. As each man's name is called, the envelope bearing the man's name will be opened, its contents verified by comparison with the marks on the envelope and with the pay roll, and the money handed the marine by said officer, all in presence and under the personal observation of the officer designated to witness the payment.

(8) Should there be a deficiency, it will be so certified on the roll by the paying and verifying officers, and the envelope will be resealed without taking anything from it, and returned to the paymaster unless the amount should be offset by finding a surplus in another envelope. Should there be an excess, the surplus will be returned to the paymaster. In each case a statement of the facts, with appropriate certificates, will be sent to the paymaster by the commanding officer.

(9) In case of error or informality, a statement of the facts as found to exist will be immediately indorsed upon the envelope or wrapper, as the case may be, and the officers present will certify to the correctness of the statement and lay the same before the commanding officer.

23–129

(1) *Deserters.*—Money sent to an officer for delivery to a soldier who deserts before its receipt can not be used by the officer to settle the soldier's debts. (Digest Comp. 1902, p. 127.)

(2) Where the company commander has made a technical delivery of the pay to the soldier, it is to be viewed as having been constructively placed in the soldier's possession and may be used to liquidate post-exchange dues and similar authorized indebtedness. Any balance remaining should be deposited as "effects of deserter." (J. A. G., February 3, 1907, and October 12, 1909; P. M. G. O. Nos. 60190 and 77593.)

(3) Should the date of desertion antedate the date of payment of the command there could be no actual or technical delivery of pay. (P. M. G. O. No. 63090, April 8, 1908.)

23–130

(1) *Enlisted men on detached duty* in staff offices and depots, on recruiting duty, in the recruiting bureau, and such other enlisted men performing duty under similar conditions or living beyond garrison limits, may be paid semimonthly, if any so desire. (C. M. C. M. 5.)

(2) Mid-monthly payments will be made on special money requisition (Forms N. M. C. 731, 815, or 816 P. M.), certified and approved by the respective officers in charge (or other officer designated by the officer in charge) of the several offices or depots.

(3) The mid-monthly payment will be charged on the regular monthly voucher (N. M. C. 731) or pay roll.

(4) Should any man on such a status who is being paid on individual voucher (731) die or desert before he signs and submits his voucher, the officer in charge will prepare and certify the same in the space provided, and transmit it with a copy of the clothing statement to the paymaster concerned, in lieu of the statement closing the account for settlement (N. M. C. 90).

(5) Should any man on such a status who is being paid on a pay roll die or desert, the regular statement closing account for settlement (N. M. C. 90), accompanied by the clothing statement, will be submitted to the paymaster concerned.

(6) Where men on detached service (headquarters, staff offices, recruiting duty, etc.) are transferred from duty involving the payment of additional pay and commuted allowances similar to duty at another office or station paid by a different paymaster, or to other organizations for regular duty involving a discontinuance of the additional pay and commuted allowances, their accounts will invariably be settled on the pay roll or individual vouchers (N. M. C. 731), as the case may be, to include the date of transfer, proper notation of such settlement being made under "Pay account record" in the service-record book at the time of transfer, and the book immediately forwarded to the commanding officer of the new station, showing total balance due and unpaid, if not paid, or "paid in full," if payment is made. The paymaster concerned will, when it is desired, make payment in full to include said date upon receipt of request accompanied by a detailed statement of the account on N. M. C. 731, if paid on individual voucher, or on N. M. C. 90 or N. M. C. 424, if paid on pay rolls. He will also promptly notify the man's commanding officer of such payment, and will immediately request credit or checkage, if any adjustments or corrections are found necessary in the settlement, and noted in the service-record book by the commanding officer.

(7) In order that prompt record may be made in the service-record books of the monthly settlements made with enlisted men on detached duty, settled on individual vouchers (N. M. C. 731), the paymaster concerned will notify the officer who has custody of such books, as soon as practicable after payment is completed, of the regular monthly payments made by him on such vouchers.

(8) Pay checks for enlisted men on recruiting duty who are on detached service at a place where no officer is stationed may be sent unregistered directly to the individual concerned, the receipt thereof to be acknowledged through the man's commanding officer.

(9) In order that the above may be carried out, recruiting officers forwarding vouchers should forward therewith a list showing the names and addresses of the men so to be paid.

(10) Pay checks for enlisted men of the Marine Corps who are to be discharged while on detached service or on furlough at a place other than their post of duty will be sent to the men direct by the paymaster carrying their accounts, the receipt of check to be acknowledged through the man's commanding officer. To this end the commanding officers will make proper notations on Form N. M. C. 90, when the account is closed for discharge, as to the address and the reason which necessitates the discharge being at a place other than the post of duty. The paymaster concerned will forward the original and the soldier's copy of final settlement (N. M. C. 423) through the commanding officer in the usual manner, with notation thereon to the effect that check in settlement has been mailed direct to the man concerned.

23-131

Posts paid, by whom.—Except at posts or stations where a paymaster or special disbursing agent of an expeditionary force or advanced base organization is located, payments will be made at posts, stations, etc., as follows: Those on the west coast of the United States (except the Marine Corps Base, Naval Operating Base, San Diego, Calif.) and in the Hawaiian Islands by the assistant paymaster, San Francisco, Calif.; those at the Marine Corps Base, Naval Operating Base, San Diego, Calif., by the assistant paymaster at that place; those north of Annapolis, Md., and east of the Mississippi, by the assistant paymaster, Philadelphia, Pa.; those south of Norfolk, Va., and east of the Mississippi, by the assistant paymaster, Atlanta, Ga.; those at the Naval Operating Base, Hampton Roads, Va., by the assistant paymaster, Depot of Supplies, Naval Operating Base, Hampton Roads, Va.; those at the Marine Barracks, Quantico, Va., by the post paymaster at that place; those at other posts in the United States, by the Paymaster, Headquarters Marine Corps, Washington, D. C.

23-132

Recruiters paid, by whom.—The Central and Eastern Recruiting Divisions will be paid by the assistant paymaster, Marine Corps, Philadelphia, Pa.; the Southern Recruiting Division, by the assistant paymaster, Marine Corps, Atlanta, Ga.; and the Western Recruiting Division, by the assistant paymaster, Marine Corps, San Francisco, Calif.

23–133

Men on furlough who desire to be paid should apply to their commanding officer, and, if approved by the latter, payment will be made by individual check of such amounts as he may approve for settlement. These checks will be forwarded to the commanding officer for delivery to the men concerned.

23–134

(1) *Disputed or doubtful accounts.*—A disbursing officer is not authorized to make payments in cases involving disputed questions of law or fact, the proper procedure being to send all such cases to the General Accounting Office, Military Claims Division, for direct settlement.

(2) If a disbursing officer has reason to doubt the legality of a claim, he is justified in declining to make any payment thereon until the claimant shall have caused it to be presented to the accounting officers and until a favorable decision shall have been rendered by them thereon. (Vol. 2, 2d Comp. 439.)

23–135

A disbursing officer of the Government is authorized to make payments only to creditors of the Government, except in the case of duly authorized post exchanges.

23–136

"Where the responsible administrative officer has certified that a certain amount is due to a particular public creditor, the proper disbursing officer should make payment thereof to the creditor or his legal representative, and is not authorized, under the order of a court in which the Government has filed a bill of interpleader, to pay said amount into the registry of the court." (22 Comp. Dec. 350, January 29, 1916.)

23–137

"A disbursing officer having made payments in accordance with decisions of the office of the Comptroller of the Treasury construing the act governing them is protected as to such payments by said decisions, and the amounts so paid can not be disallowed in his accounts upon a different construction of law." (Bu. Memo. 71, p. 208: Comp. Dec. January 21, 1907.)

23–138

The principles enunciated in decisions of the comptroller are applicable to all cases arising under statutes therein construed, whether occurring before or after the date of the decision (12 Comp. 745, June 5, 1906); but where payments have been made in good faith in accordance with regulations and long practice, a disbursing officer was held not responsible for those made prior to date of decision. (Bu. Memo. 72, p. 225; Comp. Dec. February 9, 1907.)

23-139

A disbursing officer is responsible for illegal payments made through failure to take advantage of records from which reliable information may be had. "The accounting officers have no authority to give credit for illegal payments though claimed on equitable grounds." (Bu. Memo. 66, p. 145; Comp Dec. August 23, 1906.)

23-140

Disbursing officers are not required to make payments on merely formal evidence. If they are not satisfied that the facts are in substance such as to justify payment, they are authorized and it is their duty to require reasonable explanation or further evidence. (14 Comp. 328, November 29, 1907.)

23-141

"A paymaster may, of course, use his own judgment as to the evidence upon which he will make payments, but the payments are made at his risk, and in failure to take advantage of the records from which reliable information may be had he increases the danger of making illegal disbursements." (Bu. Memo. 66, p. 146; Comp. Dec. August 23, 1906.)

23-142

"Where the law itself has been changed relating to payments of a certain class, the new law governs from the date it goes into effect, and any payment made contrary thereto, although in accordance with previous practice, must be held to be illegal and credit therefor denied by the accounting officer." (Bu. Memo. 75, p. 333; Comp. Dec. May 27, 1907.)

23-143

"Payments made on the next to the last day of a month when the last day falls on Sunday or a legal holiday are not authorized by law, and where a disbursing officer makes such payments he does so at his own risk." (11 Comp. 86, August 15, 1904.)

23-144

"Although an officer or employee may be unable to receipt for his salary, there is no authority of the law for its payment to his wife upon her receipting in his name." (1 Comp. 268, March 5, 1895.)

23–145

If an officer or enlisted man is afflicted with mental disability that disqualifies him from signing his name, the law requires the appointment of a committee or guardian. (Vol. 2, Dig. 2, Comp. 1109, July 18, 1883.)

NOTE.—The papers appointing such guardian should be filed with the first voucher, and in future payments reference to such voucher by number should be made. If in an asylum, the superintendent's certificate that the officer was alive at the time payment was made should be filed with each voucher. The guardian should sign the name of the officer or man, followed by his own signature as guardian.

23–146

"The provisions in section 3477, Revised Statutes, relative to the transfer and assignment of claims against the United States are applicable to orders given by employees of the United States to disbursing officers for the payment of their salaries or a part thereof to a third person, and disbursing officers are *not* authorized to honor such orders unless they are executed in the form and manner prescribed in said section." (11 Comp. 790, June 24, 1905.)

23–147

No officer disbursing money for the Marine Corps, or directing the disbursement thereof, shall be concerned individually, directly, or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department in which he is engaged.

23–148

If a payment made on the certificate of an officer as to the facts is afterwards disallowed for error of fact in the certificate, it will pass to the credit of the disbursing officer and be charged to the officer who gave the certificate, but the disbursing officer can not protect himself in an erroneous payment made without due care by charging lack of care against the officer who gave the certificate.

23–149

"*No advance of public money shall be made* in any case whatever; and in all cases of contracts for the performance of any service or the delivery of articles of any description for the use of the United States, payment shall not exceed the value of the service rendered or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties and to the fulfillment of the public engagement. * * *" (3648 R. S.)

23–150

(1) ***The payment of checks to an unauthorized person*** does not constitute payment to the payee when there has been no delivery of the checks to the payee and where such payee was not a party to the delivery or is in any was estopped to deny that such delivery was a delivery to him. (Bu. Memo. 239, p. 6502.)

(2) The payment of such checks to an unauthorized person does not discharge, diminish, or in anywise affect any claim which the payee might otherwise have had against the United States. (Bu. Memo. 239, p. 6502.)

(3) The delivery and payment of checks to a person to whom the United States is not indebted is unauthorized, and a disbursing officer who makes such payment is not entitled to credit therefor in his accounts with the United States. (Bu. Memo. 239, p. 6502.)

(4) Whether the disbursing officer can recover from the bank which paid such checks upon forged indorsements is a matter between the disbursing officer and the bank. (Bu. Memo. 239, p. 6502; Dec. Comp. Gen. June 15, 1922.)

(5) Cases have arisen in which checks have been paid on forged indorsements made by the person to whom the drawer delivered the check mistaking his identity for the one who is designated as payee, and when the person to whom the check has been delivered indorses it, and although it be a forgery of the name of the person whom the bank took him to be, it has been considered that the bank should be protected in paying the check *because the drawer was in fault in the first instance, and the person who forged this instrument was the person to whom the drawer actually delivered the instrument.* (Daniel, Negotiable Instruments, vol. 2, p. 1873.)

23–151

(1) ***Deputies.***—When, in the opinion of the Secretary of War or the Secretary of the Navy, the exigencies of the service so require, disbursing officers of the Army, Navy, and Marine Corps may, with the approval of the head of their executive department and the consent of their surety or sureties, if any, designate deputies for the purpose of having them make disbursements as their agents, sign checks drawn against their disbursing accounts with the Treasurer of the United States, and discharge all other duties required according to law or regulation to be performed by such disbursing officers, and the agent officer shall be subject, for his official misconduct, to all liabilities and penalties prescribed by law in like cases for the officer for whom he acts as deputy: *Provided*, That every deputy so designated for a disbursing officer who is bonded shall, if not already under bond, give bond as required by the head of the department concerned. (Act of July 3, 1926.) (C. M. C. M. 2.)

(2) When it becomes necessary to appoint a deputy under the provisions of paragraph (1), nomination will be forwarded in letter form to the Secretary of the Navy, via the Paymaster or Quartermaster, giving the name, rank, and symbol number of the principal, the name and rank of the proposed deputy, and setting forth briefly the reasons for requesting designation of a deputy. (C. M. C. M. 6.)

(3) After the stipulation and consent agreement of the principal and his surety company and the power of attorney designating the principal's deputy have been approved by the Secretary of the Navy, the deputy thus designated becomes empowered to act on behalf of his principal and to discharge all the duties required to be performed in accordance with paragraph (1). (C. M. C. M. 6.)

(4) No checks will be drawn or money expended by said deputy until he has been duly notified that the required form of "Stipulation and consent agreement" has been approved. (C. M. C. M. 2.)

(5) All payments by the deputy will be made in strict conformity to law and regulations and such orders as may be issued from time to time to the assistant paymaster or deputy by the Paymaster.

(6) The Paymaster will determine the amount of public funds to be retained by the deputy.

(7) A supply of blank checks will be furnished the deputy by the assistant paymaster, and upon their receipt proper acknowledgment should be promptly made.

(8) All official checks drawn by the deputy should be signed in the following manner:

J. J. Smith,
Captain, Assistant Paymaster, U. S. M. C.
By E. J. Jones,
Pay Clerk, U. S. M. C., Deputy.

(9) The official designation of deputies for assistant paymasters will be as follows:

Assistant Paymaster's Deputy,
____
(Location)

(10) To the signatures of assistant paymasters' deputies on letters and other official papers, except checks, will be appended the following:

Pay Clerk, U. S. M. C.,
Deputy of _______________, *A. P. M., U. S. M. C.*
(Name and rank)

(11) All cash on hand at the end of each month should be counted and verified by two disinterested officers and reported on Form 745, the original copy to be forwarded direct to the Paymaster and the assistant paymaster furnished such copies as he may desire. (See art. 23–31 (2).)

(12) Carbon copies of all vouchers, check stubs, etc., should be retained whenever practicable for the files of the deputy.

(13) The deputy is the representative of the assistant paymaster and the Paymaster's Department, and as such will give advice in the preparation of officers' accounts, pay rolls, and all other matters pertaining to that department.

(14) The assistant paymaster concerned will issue such instructions as may be necessary to his deputy regarding details, as the handling of checks, forwarding of pay rolls and vouchers, accounting for cash collections and refunds, keeping of cashbook and check stubs, and the making of full and complete reports to him of all the transactions of his (the deputy's) office.

(15) Whenever authorized deputies are relieved or the appointment of a deputy is revoked, the following form will be used for revocation of appointment of a deputy:

(Name of post or station)

(Date)

REVOCATION OF POWER OF ATTORNEY

Be it known that the authority conferred in the power of attorney executed by me on --------------------, and approved by the Secretary of the Navy on --------------------, on ------------------------------, to act as my
(Name and rank of deputy)
deputy and to sign checks in my name is hereby terminated, to take effect on --------------------.

(Name and rank of principal)

Copies will be furnished to the deputy; Section of Surety Bonds, Treasury Department; Accounting Division, Treasurer's Office, Treasury Department; the surety company; Office of the Judge Advocate General, Navy Department; the Paymaster and/or the Quartermaster. The principal will indicate on his letter of revocation that copies have been furnished as above. (C. M. C. M. 6.)

23–152

(1) *Acting pay officers.*—The provisions in sections 1381 and 1564, Revised Statutes, for the appointment and pay under certain circumstances of acting pay officers are made applicable to the Marine Corps by section 1621, Revised Statutes.

(2) A person appointed as acting pay officer of the Marine Corps is entitled to the base pay of the officer for whom he acts, but not to longevity pay nor commutation of quarters of such officer. (22 Comp. 171, October 5, 1915.)

23–153

(1) *Payments on order of commanding officer.*—"Every disbursement of public moneys * * * made by a disbursing officer pursuant to an order of any commanding officer of the Navy shall be allowed by the proper accounting

officers of the Treasury, in the settlements of the accounts of the officer, upon satisfactory evidence of the making of such order, and of the payment of money * * * in conformity with it; and the commanding officer by whose order such disbursement * * * was made shall be held responsible for the same.

(2) "An order by the Secretary of the Navy to an officer has been held to be within this section. If money is disbursed by an officer in faithful compliance with the Secretary's order, under this law the Secretary and not the officer must account and answer to the United States." (Op. of Dunlop, Circuit Judge, in U. S. *v.* Jones, Fed. cas. No. 15493-a, p. 653.)

(3) In order to charge a commanding officer with a payment made by his order under section 285, Revised Statutes, it is necessary that there should be a compliance with the Navy Regulations as to an order in writing. (8 Comp. 756, April 30, 1902.)

(4) The approval of the commanding officer is sufficient for action by the pay officer. When the pay officer, however, is ordered by his commanding officer to make an expenditure of money which the pay officer believes to be illegal or contrary to regulations, the latter shall state in writing the grounds on which he objects to obeying the order and request that the order be reiterated in writing. On the receipt of such order the expenditure shall be made. (See N. R. 1748.)

(5) A pay officer making a payment assumes responsibility for its accuracy. Therefore, in withholding payment until the receipt of full information necessary to a correct settlement, the paymaster is doing no more than his duty and is acting strictly within his authority. If the commanding officer feels satisfied that a payment should be made in advance of the receipt of full information, he is at liberty to order said payment, assuming the responsibility therefor in accordance with section 285, Revised Statutes. (3 Comp. Gen. 449, March 24, 1897.)

23-154

Responsibility for payments on facts certified.—A disbursing officer is not responsible for illegal payments made by him in good faith and in accordance with the certificate of another officer as to the facts. (9 Comp. 545, April 10, 1903; see also Major Smith's case, 23 Ct. Claims, 452; 21 Comp. 314, November 16, 1914; Comp. Dec. November 21, 1914, file 26254-1672; 21 Comp. 357, December 2, 1914. But see Comp. Dec. March 26, 1914, app. No. 23482, file 26254-1451: 12; 21 Comp. 245, October 23, 1914, modified by 21 Comp. 357, December 2, 1914.)

23-155

A Navy regulation requiring pay officers to disburse money under certain contingencies is an order of the Secretary of the Navy, and as such protects the pay officer from responsibility and is conclusive on the accounting officers. (30 Op. Atty. Gen., reversing 21 Comp. 554, 357, and 245.)

23-156

Payment from private funds.—Whenever an officer has found it necessary to advance his private funds in order to properly perform his duties, such an advance is not regarded as voluntary or unauthorized, creating no liability on the part of the Government, but is an advancement rendered necessary by the exigencies of the situation for the existence of which the Government is responsible, and for which the officer is entitled to reimbursement. (8 Comp. 46, July 17, 1901.)

23-157

Responsibility for payment on forged signature.—While in general a disbursing officer is not responsible for payments based on facts of which he has no knowledge and which are certified to him as correct by the proper administrative officer, yet this principle does not extend to allow the disbursing officer credit for a payment made on a forged signature. (23 Comp. 319, December 2, 1916.)

PROCUREMENT OF PUBLIC FUNDS

23-158

(1) *Requisitions for funds* should be prepared in triplicate on the proper form and forwarded to the Secretary of the Navy, via the Paymaster or the Quartermaster, as appropriate.

(2) Each requisition for funds must be accompanied by a statement of the amount of public funds in the officer's possession and on deposit to his official credit.

(3) Requisition for funds should include, over and above actual necessities, a sufficient balance to avoid shortage.

23-159

In emergency cases where time will not permit of the submission of a request for funds, as in the case of an officer without funds to his official credit being suddenly ordered on expeditionary duty as disbursing officer, the proper department will submit the necessary requisition for the disbursing officer and will notify him by mail or telegraph when such funds have actually been placed to his credit, stating the number and date of the warrant, which data should appear on the officer's account current. No disbursing officer should, however, draw against such requisition until he has been officially informed that such funds have been placed to his credit.

23-160

General account of advances.—All money placed in the hands of disbursing officers of the Marine Corps is charged by the Treasury Department to "General account of advances" instead of to an appropriation, the appropriations not being charged until the expenditure of the money for specific purposes and final audit by the General Accounting Office. This method of accounting for money withdrawn from the Treasury was established by the act of June 19, 1878 (20 Stat. 167), in order to consolidate the funds in the hands of disbursing officers and to reduce the total idle money so held, it having previously been required that funds be withdrawn as a charge to the appropriation concerned and held for the purposes of that appropriation only.

23–161

Depositaries.—"* * * All funds advanced to Government disbursing officers for disbursement will be placed to their credit, subject to their official check, with the Treasurer of the United States in Washington, except in cases where the Secretary of the Treasury by special authority permits disbursing officers to carry official disbursing accounts with depositary banks located beyond the continental limits of the United States. * * *" (Treas. Cir. 195, January 24, 1921.)

23–162

From Isthmian Canal Commission.—Navy and Marine Corps disbursing officers may secure funds from the Isthmian Canal Commission in exchange for their checks on the Treasurer of the United States at par. (Bu. Memo. 153, p. 2865.)

23–163

From pay officers of Navy.—In extraordinary cases, arrangements will be made with the Bureau of Supplies and Accounts, Navy Department, to authorize pay officers of the Navy, both ashore and afloat, to supply disbursing officers with the necessary funds. In such cases, the funds so supplied should be taken up in the usual manner under "General account of advances," and the account current should show the exact nature of the transfer; i. e., if by check, the number, date, and drawer's name and symbol number should be shown; if in currency, that fact should be stated.

23–164

Disbursing officers of the Marine Corps on duty in the field and on foreign stations may procure cash for current disbursements by check in exchange for cash (i. e., United States currency) when practicable. When this is not practicable, funds may be procured by transfer, upon approval of the senior officer present, from the supply officer of a fleet, ship, or station in the immediate vicinity, or, when neither of the above methods is feasible, by the sale of a bill of exchange. (See arts. 1776–1778, N. R.) Otherwise a telegraphic or cable request to the Paymaster or Quartermaster, as appropriate, to ship the funds via the first available conveyance will be necessary. In such event, the request should give the denominations in which it is desired the funds be furnished.

RESPONSIBILITY FOR FUNDS

23–165

Disbursing officers of the Marine Corps are held pecuniarily responsible for all public funds received into their custody, and are required to account for them in accordance with law and regulations. To the end that the law be strictly observed, all such officers shall familiarize themselves with the laws bearing on the subject, as contained in the Navy Regulations, Treasury Department circulars, Decisions of the Comptroller General of the United States, Laws relating to the Navy (George Melling), Opinions of the Judge Advocate General of the Navy, and the various acts of Congress.

FISCAL RETURNS, QUARTERMASTER'S DEPARTMENT

23–166

Audit and settlement of accounts of disbursing officers of the Quartermaster's Department are made by the General Accounting Office, Audit Division, upon the rendition of a monthly account current, accompanied and supported by original vouchers to substantiate each receipt and expenditure of public funds. A " Schedule of disbursements," Form N. M. C. 363, and an "Abstract of collections," Form N. M. C. 722, should accompany the account current, showing separately each payment and receipt and the appropriation involved.

23–167

Account current.—Disbursing officers shall transmit, by letter, to the General Accounting Office, Audit Division, Washington, D. C., monthly, an account current (standard Form No. 1021) embracing all receipts and expenditures of funds, accompanied by an abstract and all vouchers necessary to substantiate the account, all of which shall be transmitted flat and not folded. The brief of inclosures appearing on the reverse side of the account current shall be filled in to specify clearly the kind and numbers of papers; for example, "Account current, Abstract of collections (2 sheets, 6 receipts), Schedule of disbursements (10 sheets)." All papers constituting the return shall be securely fastened together. A copy of the account current shall be forwarded to the Bureau of Supplies and Accounts and to the Quartermaster. The copy forwarded to the Bureau of Supplies and Accounts will be accompanied by a copy of the abstract of collections and schedule of disbursements, also a copy of every voucher covering a payment charged against, or receipt of funds which revert to, Navy appropriations. (C. M. C. M. 1.)

23–168

Rescinded. (C. M. C. M. 1.)

23-169

Copy of vouchers to the Quartermaster.—A copy of each voucher paid, each account of sales of Government property, and any other paper supporting a receipt, deposit, transfer, or expenditure of funds will be forwarded to the Quartermaster as provided in article 23-170.

23-170

(1) *How rendered to the Quartermaster.*—With the exceptions stated in the next paragraph, copies of vouchers paid will be forwarded to the Quartermaster weekly, accompanied by consolidated abstract of expenditures under the various appropriation subheads, stating the serial numbers of the vouchers inclosed, unless otherwise directed by the Quartermaster. The copy of the account current required to be sent to the Quartermaster will be accompanied by a copy of the schedule of collections, schedule of disbursements, and all other vouchers and papers supporting receipts, deposits, transfers, and expenditures of funds shown on the account current, except vouchers paid. (C. M. C. M. 1 and 2.)

(2) Disbursing assistant quartermasters at Cavite, P. I., Peking, China, and Guam will forward to the Quartermaster all of the papers specified in the preceding paragraph monthly, together, but need not forward the abstract of expenditures under appropriation subheads which officers required to forward copies of vouchers paid weekly are called upon to render. (C. M. C. M. 1 and 2.)

23-171

Vouchers will be arranged in the order of their serial numbers, first number on top, all securely fastened together, and the schedule or abstract to which they pertain placed on top of them. The account current will be placed on top of the papers supporting it, and those papers arranged in the order in which the entries to which they pertain appear thereon. (C. M. C. M. 2.)

23-172

(C. M. C. M. 2)

(1) *General expenses, Marine Corps.*—All funds appropriated for that part of the maintenance of the Marine Corps with which the Quartermaster's Department is charged are combined in one appropriation, designated "General expenses, Marine Corps," to be accounted for as one fund. Accordingly, in rendering accounts to the General Accounting Office and reporting expenditures to the Bureau of Supplies and Accounts, disbursing officers will charge all expenditures under the cognizance of the Quartermaster's Department to that appropriation, stating the fiscal year affected, e. g., "General expenses, Marine Corps, 1928."

(2) For purposes of classifying expenditures, the appropriation "General expenses, Marine Corps," is divided into the subheads Provisions; Clothing; Fuel; Military supplies and equipment; Transportation of troops, recruiting; Repairs of barracks; Forage; Miscellaneous supplies and expenses; and Marine Corps Reserve. The classes of expenditures covered by each of these subheads are shown in the Navy appropriation act for the fiscal year involved.

(3) Disbursing officers receiving allotments of funds from the Quartermaster under the appropriation subheads will keep a record of receipts and expenditures made under each subhead, and will report to the Quartermaster promptly at the end of the period for which the allotment was made the unexpended balance remaining on hand under each of the subheads covered thereby. Such disbursing officers taking up funds received from sales will not add them to their allotments without specific authority from the Quartermaster to do so.

(4) (*a*) Disbursing officers will show on the memorandum copies of vouchers paid forwarded to the Quartermaster in accordance with the provisions of article 23–169 the appropriation subhead to which the expenditure covered by the voucher is chargeable. This entry will be made immediately following the appropriation entry, for example:

Appropriation: General expenses, Marine Corps, 1928.
Subhead: Provisions.

(*b*) When the voucher covers expenditures chargeable to more than one subhead, the amount chargeable to each will be shown; e. g., "Subheads: Provisions, $150, repairs of barracks $50." Where the character of supplies or services charged on a voucher does not in itself indicate the subhead to which it is properly chargeable, the purpose for which they were procured will be stated either on the memorandum copy of the voucher or in a memorandum attached thereto.

(*c*) The information regarding appropriation subheads called for in (*a*) and (*b*) being intended solely for the information of the Quartermaster, it will not be entered on the original vouchers, schedules, or other papers comprising the fiscal returns rendered to the General Accounting Office, or copies thereof forwarded to the Bureau of Supplies and Accounts. It may be entered on the disbursing officer's retained copy of each voucher paid, but not on any other copy of such voucher, except that forwarded to the Quartermaster.

23–173

Each account current rendered must be accompanied by a list showing the first and last checks drawn, the notation showing as to each check, the number, date, and amount thereof, in whose favor drawn, and the purpose for which issued. A list must also be rendered showing checks canceled, by numbers, covering the period for which the account is settled.

23–174

The account current and papers pertaining thereto must be sent to the General Accounting Office within 10 days after the period to which they relate. The Secretary of the Treasury is authorized to waive the time limit within which returns are to be submitted in cases where there is, or is likely to be, a manifest physical difficulty in compliance. When for any reason a disbursing officer is delinquent in the rendition of his monthly returns to the General Accounting Office, the necessary explanation thereof should be made in a letter of transmittal.

23–175

An officer having a depositary account, or having public funds in his possession for which he is accountable to the United States, who makes no disbursements during a fiscal month or part thereof, must render an account current to the General Accounting Office within 10 days after the end of that period, in the same manner as when disbursements are made.

23-176

Blank forms for use on expeditionary service.—Officers ordered to duty as disbursing quartermasters of expeditionary forces should supply themselves with the following blank forms before departure from their stations for such duty and should replenish such supply as needed by requisition on the depot quartermasters, Philadelphia, Pa., and San Francisco, Calif.

Account current (Standard Form No. 1021).
~~Statement of receipts and expenditures (Form N. M. C. 590).~~
Schedule of disbursements (Form N. M. C. 363).
Abstract of collections (Form 722).
All necessary voucher forms, with twice as many duplicates as originals (in the case of purchase voucher forms a sufficient extra supply of memorandum copies ~~(N. M. C. 377b)~~ to provide for compliance with article 22-13).

23-177

Change in mail address.—Upon being detached or changing station, a disbursing officer should, in order to facilitate the transmittal of reports, inquiries, etc., in regard to his accounts, advise the General Accounting Office and the Treasurer of the United States or depositary carrying his account of such change, giving his corrected mailing address.

23-178

True copies.—Disbursing officers shall not certify to true copies of papers filed in support of vouchers they are to settle.

23-179

June 30 balance.—The General Accounting Office should be notified by letter on June 30 of balance on hand at close of fiscal year.

23-180

Returns of foreign money.—To secure uniformity in the preparation and rendition of their accounts, the following illustration of the method of stating the value of foreign silver or gold in the islands now occupied by the United States forces is stated: The accounts, whether for purchases or services, will be stated in the currency under which the indebtedness is incurred; i. e., foreign silver or gold or United States currency. If the agreement calls for either foreign silver or gold, the accounts shall be stated in those currencies respectively. When in silver the total amount will be reduced to its equivalent in gold currency in use in the country in which the indebtedness is incurred, at the rate of exchange which may govern at the time, and from this gold currency into United States currency at the current rate of exchange at the date the article or supplies were delivered or the services rendered. If the account is stated in the gold currency in use, but the one reduction, into United States currency, will be necessary.

23-181

The amount in United States currency having been determined, authority is given for checks to be drawn therefor by disbursing officers of the Quartermaster's Department to their own order in United States currency and by them exchanged at local fiscal agencies of the United States where possible, or at local banks, for the necessary amount in the coin required to pay the creditor in the money originally agreed upon, and authority is also given for such exchange where the creditor declines to accept check payable in currency of the United States.

RETURNS

23-182

The fiscal year of the United States begins on July 1 and ends on June 30 of the following year, the fiscal year taking its designation from the calendar year in which it ends.

23-183

Returns for each fiscal year to be separate.—"A certificate of settlement of an account of a fiscal officer may be made for a period from July 1 to the succeeding June 30, or any portion of such period, but in no case will a certificate cover a period extending from a date within one fiscal year to a date within another fiscal year." In accord with this, in no case will a disbursing officer combine any part of the account for the first month of a fiscal year with the account for the previous month; if an officer is detached from duty on June 30, he should render a complete account to June 30, and any expenditures made during the period allowed for settling accounts should be rendered in a separate supplemental account. In all cases accounts must include *all* payments and *only* payments made during the period covered, in order to be an exact record of the transactions actually taking place within that period. An account must never be held open to include payments made for supplies delivered or services rendered during the period of accounts but not paid until subsequent thereto, as in the case of the payment of rolls during month succeeding that for which payment is made. (Bu. Memo. 76, p. 399; Cir. No. 38, Comp. Treas., June 17, 1907.)

23-184

(1) *Time for rendering.*—"In computing the period of time specified in the act of July 31, 1894 (28 Stat. 209), for the transmission to and receipt by the Comptroller General of monthly and quarterly accounts, Sundays and legal holidays which fall within the period specified should be counted, but

when the last day of such period falls on Sunday the receipt of them on the succeeding day will constitute a compliance with said act." (17 Comp. 229, October 3, 1910.)

(2) Irregularities in the mail service or want of blank forms will not excuse a disbursing officer for his failure to comply with the provisions of law relative to the rendition of returns. When vouchers are not sent with the account to which they belong, but are subsequently rendered, suitable explanation will be made in a letter accompanying the account.

23–185

In accounting for funds received under Treasury warrant the number and date of the warrant only will be entered on accounts current. In no case will the requisition number be entered.

23–186

"The balances acknowledged by disbursing officers and their analysis thereof must actually represent the state of their business at the close of the last day for which the accounts are rendered. * * * All transactions coming within the time covered by an account shall be reported therein. No payments or collections not actually made during the period of an account shall be included therein." (Treas. Cir. 52, July 29, 1907.)

FISCAL RETURNS, PAYMASTER'S DEPARTMENT

23–187

(1) Each disbursing officer will transmit monthly by letter (a copy of which will be sent to the General Accounting Office direct), to the General Accounting Office, Audit Division, Washington, D. C., via the Paymaster, Headquarters Marine Corps, Washington, D. C., an account current embracing all transactions coming within the time covered by the account except authorized payments for which credit has been or may be deferred, together with all vouchers necessary to substantiate the account. A copy of this account current, together with copies of the schedule of collections and schedule of disbursements, will likewise be forwarded by letter to the Bureau of Supplies and Accounts (Paymaster General, United States Navy) via the Paymaster, Marine Corps. (C. M. C. M. 2 and 5.)

(2) Accounts of all officers of the Paymaster's Department of the Marine Corps shall be rendered within 20 days after the close of the month for which rendered. (Authority, Sec. Treas., March 24, 1908.)

(3) Should it prove impracticable for any officer to render his accounts as required by the preceding paragraph, special application should be made in each instance for such further extension as might be necessary. Such applications should be addressed to the Paymaster. (Authority, Sec. Treas., March 24, 1908.)

23–188

(1) *Vouchers* will be briefed and submitted unfolded with supporting papers attached to the face of the vouchers. The briefing must be complete; that is, to show the number of voucher, name of disbursing officer, month and year, and the face of the voucher to show the voucher number. (Approved by Major General Commandant August 12, 1922, and Acting Secretary of the Navy, August 16, 1922.)

(2) The jacket and container for each group of vouchers will be briefed as follows:

VOUCHERS NOS. 1 TO 100, INC.
PAY, OFFICERS MARINE CORPS, ACTIVE
ACCOUNT OF
H. P. SMITH, CAPTAIN
ASSISTANT PAYMASTER, MARINE CORPS
FOR THE MONTH OF JUNE, 1920

(3) Each voucher paid by check will have the proper entries made thereon; i. e., check number, date, and amount of check.

(4) When mileage or traveling expenses are paid and vouchers filed with pay voucher, the amount thereof will be added under "Paymaster's statement" and included in total "Paid," and date and manner of payment shown on pay voucher. (C. M. C. M. 1.)

23–189

On pay rolls paid by check will be noted the number, date, and amount of each check.

23–190

In the preparation of the recapitulation and transcript of accounts, the "Instructions" printed on the inside of the top cover, as well as amendments thereto issued from time to time by the Paymaster, will be carefully followed. Special care will be exercised to show the various items thereon chargeable to the different appropriations in the proper columns. In transcribing the accounts of men on detached service who die or desert, the various items included on the pay and commutation voucher (enlisted men detached) will be shown in detail, with the proper entry as to date of death or desertion under "Remarks." In the grand recapitulation the items chargeable to the appropriation "General expenses, Marine Corps," will be entered separately in appropriate columns, as also the item chargeable to the appropriation, "Pay, Marine Corps."

23–191

General expenses.—All amounts credited on pay rolls and individual vouchers chargeable to the appropriation "General expenses, Marine Corps," will be reported monthly on Form N. M. C. 836. This form will be prepared and forwarded as soon as possible after the close of each month whether or not expenditures are made affecting the appropriation named.

23–192

Pay, miscellaneous.—All expenditures properly chargeable to the appropriation "Pay, miscellaneous, Navy," will be substantiated by a special report, or in lieu thereof, triplicate copies of the vouchers, and forwarded to the Bureau of Supplies and Accounts, Navy Department, via the Paymaster, with the copy of the account current furnished that bureau.

23–193

Blank forms used.—Officers of the Paymaster's Department will use the following forms in preparing their monthly returns for the General Accounting Office, viz:

(*a*) Account current (Standard 1021).
(*b*) Schedule of disbursements (Standard 1025).
(*c*) Schedule of collections (Standard 1026).
(*d*) Abstract of deposits (N. M. C. 439).
(*e*) Memorandum of cash expenditures (N. M. C. 531).
(*f*) Recapitulation of pay rolls and transcript of accounts of officers and enlisted men (active and retired) settled on individual vouchers (N. M. C. 434). (C. M. C. M.5.)

23–194

(1) *Account current.*—This form is to be prepared in quadruplicate—the original for the General Accounting Office, one copy for the Paymaster General, United States Navy, one copy for the Paymaster, Marine Corps, and one copy for the files of the sending office.

(2) Where claims for cash payments are deferred, the amount involved will be shown on the credit side of the "Cash account" on the reverse of the account current, in the space provided therefor. Thereafter the amount will be brought forward and shown in the "Debit" (entry being made to show "Deferred last account") as well as the "Credit" side of the cash account. This procedure will be continued until the amount is finally claimed and shown in "Vouchered expenditures paid in cash."

(3) In all cases where the account current shows deferred payments, whether in cash or by check, the amount will be shown in one total under "Analysis of balance," and a list of such payments, completed to show name, organization, date, amount, whether by check or cash, and the voucher number (when claimed) filed with each copy of the account current, showing those claimed and those for which claim for credit is still deferred. Deferred amounts and those claimed will be grouped and totaled separately on the list.

(4) Rescinded. (C. M. C. M. 3.)

23–195

(1) *Schedule of disbursements.*—This form is to be prepared in quadruplicate—the original for the General Accounting Office, one copy for the Paymaster General, U. S. Navy, one copy for the Paymaster, and one copy for the files of the sending office. There will be shown on the face of the form a summary of the appropriations covering the expenditures made in the account, giving the title, symbol number, and the amount in each case. (C. M. C. M. 1.)

(2) This schedule will contain all items of expenditures claimed on the account, including all advances of pay to officers.

(3) Transfers and deposits of funds will not be included in this schedule, but will be entered separately on the account current, as may be appropriate in each case.

23–196

(1) *Schedule of collections.*—This form is to be prepared in quadruplicate—the original for the General Accounting Office, one copy for the Paymaster General, United States Navy, one copy for the Paymaster, Marine Corps, and one copy for the files of the sending office.

(2) This schedule will contain all receipts of whatever character, except transfers of funds and amounts refunded for which credit has not been claimed.

23–197

(1) *Abstract of deposits.*—This form is to be prepared in triplicate—the original for the General Accounting Office, one copy for the Paymaster, and one copy for the files of the sending office.

(2) This abstract will embrace all deposits made by checkage on rolls or in cash during the month for which the account is rendered.

23–198

(1) *Memorandum of cash expenditures.*—This form to be prepared in triplicate—the original for the General Accounting Office, one copy for the Paymaster, and one copy for the files of the sending office.

(2) This memorandum will embrace all individual vouchers and pay rolls paid in cash. The vouchers, by number, will be stated in numerical order, and under "Purpose" will be entered the name of the payee as well as the purpose, i. e.:

James B. Smith, Mileage.
Pay Roll, 67th Company, January.

(3) Where more than one payment is made on a voucher, only the total of such payments will be shown.

23–199

(1) *Recapitulation and transcript of accounts.*—This form is to be prepared in triplicate—one copy for the General Accounting Office, one copy for the Paymaster, and one copy for the files of the sending office.

(2) This form will be used as a recapitulation sheet, to combine in one total, for administrative purposes and convenience in auditing, all the items of pay, allowances, etc., on pay rolls and individual vouchers that are not required by instructions to be listed on the schedule of disbursements.

(3) The names of all officers and enlisted men (active), when once taken up on this transcript, will continue to appear thereon until finally dropped or transferred, even though no accounts are submitted or paid, proper notation being made in each case. (C. M. C. M. 5.)

23–200

Forms and reports, with copies thereof, will be prepared and forwarded monthly, as follows:

(*a*) For the General Accounting Office: The originals of all forms and vouchers necessary to substantiate the account current.

(*b*) For the Bureau of Supplies and Accounts (Paymaster General, United States Navy): Copies of the account current, schedule of collections, and schedule of disbursements; special report or triplicate copies of vouchers covering expenditures chargeable to the appropriation, "Pay, miscellaneous, Navy."

(*c*) For the Paymaster, Marine Corps: Copies of all forms necessary to substantiate the account current, together with triplicate copy of all pay rolls.

(*d*) For the sending office: Copies of all forms and vouchers furnished the General Accounting Office. (C. M. C. M. 5.)

23–201

The following vouchers will be furnished, when necessary, to support expenditures, etc., as claimed on the account current, viz:

Receipted transfer pay accounts—unpaid and overpaid (N. M. C. 40 and 41).
Statement closing account for settlement (N. M. C. 90).
Cook and messman voucher (N. M. C. 206).
Request for credit or checkage (accomplished) (N. M. C. 301).
Post-exchange voucher (N. M. C. 419).
Public voucher for reimbursement of travel and other expenses, including per diem (Standard 1012).
Voucher for mileage (N. M. C. 420).
Final settlement on discharge (N. M. C. 423).
Pay voucher (N. M. C. 424), enlisted men detached.
Advance pay voucher (N. M. C. 425).
Pay and commutation voucher (officers'), (N. M. C. 426).
Pay rolls (N. M. C. 432, 432a, and 432b).
Death-gratuity voucher (N. M. C. 495).
Certificate of nonavailability of quarters (officers') (N. M. C. 729).
Pay and commutation voucher (enlisted men) (N. M. C. 731).
Flight certificate (N. M. C. 866). (C. M. C. M. 3 and 5.)

Flight schedule (N. M. C. 867). (See art. 29-10.)

Transportation voucher.

Deposit record books on discharge (S. & A. 47) should be forwarded with returns in separate wrapper and not with N. M. C. 423.

Schedule of deferred credits when claimed on the account current setting forth the name, date, amount, and whether paid by check or cash; if the former, state number of check.

Receipt for cash payment (N. M. C. 427). (C. M. C. M. 5.)

STATEMENT OF DIFFERENCES

23-202

After examination of a disbursing officer's returns the General Accounting Office renders to the officer concerned a statement of differences. Such statement serves to notify the disbursing officer whether or not the balance due the Government as shown by his account current agrees with the balance due as computed by the General Accounting Office after passing upon the correctness of the account. Where a difference exists the items making up the amount thereof are enumerated, the reason why they were not passed being stated in each case.

23-203

Differences are of two kinds, viz, suspensions and disallowances.

(*a*) *Suspensions* of items in a disbursing officer's account are made by the General Accounting Office "in order to obtain further evidence or explanation necessary to their settlement." (Act of July 7, 1894.)

(*b*) *Disallowances.*—A disbursing officer of the Marine Corps is required to make good from his own funds all disallowances in his accounts not removable by any other method.

Suspensions if not removed will subsequently appear as disallowances.

23-204

Suspensions and disallowances may be removed by appeal to the Comptroller General. The officer also may submit a claim to the Court of Claims for relief from responsibility on account of losses of funds, vouchers, records, and papers for which the Comptroller General holds him responsible. (See sec. 145, Judicial Code, March 3, 1911.) Relief may also be granted by the Secretary of the Navy in cases where a loss or deficiency is incurred in line of duty and without fault or negligence on the part of the disbursing officer, under the Act of July 11, 1919 (41 Stat. 142). (C. M. C. M. 5.)

23-205

(1) *Methods of securing removal of differences.*—Explanation or argument: (*a*) In the case of suspensions appropriate explanation as to the circumstances of each particular item may be made to the General Accounting Office through the Paymaster, or in the case of Quartermaster's accounts an ex-

planation shall be made direct to the General Accounting Office, furnishing the Quartermaster with copy of such communication.

(*b*) In the case of disallowances: Appropriate explanation concerning the applicability of laws, regulations, and decisions may be made to the Comptroller General of the United States in the form of an appeal.

(2) Adjustment by evidence: Where items have been suspended because vouchers were missing, inadequate, or irregular the necessary documents in correct form should, if obtainable, be forwarded to the Comptroller General.

23–206

"A deposit by an officer to the credit of the Treasurer of the United States at the request of an auditor of an amount of pay disallowed by the latter, and a covering of the same into the Treasury, does not amount to a voluntary payment and does not preclude the officer from an appeal to the Comptroller of the Treasury from the settlement of the auditor." (19 Comp. 372, December 20, 1912.)

STATEMENT OF DISBURSING ACCOUNTS

23–207

The Treasurer of the United States, or the depositary, will furnish each disbursing officer with a detailed monthly statement of his account. (Treas. Dept. Cir. 195, January 24, 1921.)

23–208

Upon the receipt of a statement of disbursing account (T. D. Form 5215) from the Treasury Department the disbursing officer concerned will, at the earliest practicable date, cause the numbers and amounts of all checks and certificates of deposit entered thereon to be verified with his records. If the statement and check and deposit records agree, acknowledgment of the statement need not be made. If the statement and check record are not in agreement, the fact will be reported immediately to the Treasurer. The stub (or other record) of each check shown on the statement as having been paid will be indicated, e. g., "Paid, July, 1920." When this has been done, a list of the outstanding checks (those remaining unpaid), showing the number and amount of each check, will be prepared and retained by the disbursing officer for use in checking up the next statement received. The sum of the unpaid or outstanding checks subtracted from the "balance" reported on the statement should equal the net balance on deposit as shown on the account current and check record on the last day of the month.

23–209

"If disbursing officers do not for any reason receive from their depositaries the monthly statements required to be rendered to them in time for them to analyze their balances in the manner contemplated by the standard form of account current * * * they shall not delay the rendition of their accounts so as to make them delinquent, but shall compute their net balances from the check stubs and state that such balances are so computed, together with a report of the cause of their failure to compute such balances in the prescribed manner." (Treas. Cir. July 29, 1907.)

23–210

(1) When an officer ceases to act as disbursing officer or for any reason closes his accounts, he will turn over to his successor his outstanding accounts and, unless otherwise ordered, the property, books, and papers pertaining to the office from which he is relieved. He will prepare and forward direct to the Quartermaster or the Paymaster, as appropriate, a closing statement of his money accounts from the date of his last account current to and including the date of the closing of his accounts, together with a list of checks drawn against the public funds to his credit, if any, that are still outstanding and unpaid. The list of outstanding checks will be prepared in duplicate on Form N. M. C. 499—A. & I., a single line being utilized for each check, showing the date of issuance, number and amount of same, the original to be forwarded with the closing statement, and the duplicate (which may be a carbon copy) retained by the officer rendering the statement. (C. M. C. M. 2.)

(2) A disbursing officer relieved from duty at a station, but not required to close his accounts by reason of such relief, will turn over to his successor his outstanding accounts and, unless otherwise ordered, the property, books, and papers pertaining to the office from which he is relieved, and will take with him a complete list of outstanding checks in his account to date of transfer, for his information in checking up Treasury statements of his disbursing account and in case he should be required to issue a duplicate check. (C. M. C. M. 2.)

TRANSFER OF FUNDS

23–211

"All persons charged with the safe-keeping, transfer, and disbursement of the public moneys, other than those connected with the Post Office Department, are required to keep an accurate entry of each sum received and of each payment or transfer." (Sec. 3643, R. S.)

23–212

A disbursing officer has no right to make any transfer of funds in his accounts from one appropriation to another. Such transfers never have been recognized by the accounting officers of the Government. This does not apply, however, to disbursements where all moneys received are on account of "General account of advances."

23–213

Disbursing officers are not authorized to transfer funds standing to their credit with one depositary to their credit with another depositary; such transfers will be made by the Secretary of the Treasury upon the request of the head of the department or establishment under which the particular officer is serving. (Treas. Dept. Cir. No. 195, January 24, 1921.)

23–214

Where a disbursing assistant quartermaster, Marine Corps, under detail as special disbursing agent, Paymaster's Department, transfers funds from his paymaster's account to his quartermaster's account, the following form of certificate will be prepared and filed with his account current as special disbursing agent, viz:

OFFICE SPECIAL DISBURSING AGENT,
________________(place), ________________(date).

INVOICE OF FUNDS

I hereby certify that on ________________(date) I transferred to myself as assistant quartermaster, Marine Corps, the sum of ______________(amount) in cash (or check No. ____, dated____________________) for the payment of current bills, and that I hold myself accountable to the Unites States for the amount in question. Authority for said transfer: ______________ (here state authority).

JOHN DOE,
Captain, A. Q. M., S. D. A.,
P. M. Dept., U. S. M. C.

23–215

(C. M. C. M. 2.)

(1) In each transfer of funds the receiving officer must state on the receipt given that he holds himself accountable to the United States for the sum received. (N. R. 1750 (2).)

(2) The officer requesting the transfer shall prepare Form N. M. C. 320 P. M. (reverse side), the combined requisition and voucher for accounting for the transfer.

(3) For cash transfers, the requisitions should be submitted to the fleet or force commander, or other approving authority, in original and three copies (additional to any copies required locally) so that one copy may be retained in the files of the approving authority and the original and two copies be forwarded to the officer designated to make the issue of cash.

(4) The officer receiving the cash shall sign the acknowledgement of receipt therefor on the back of the original requisition. The officer who issues the cash will sign the certificate of transfer on the back of the most legible of the copies and will deliver the signed copy to the officer who receives the cash.

(5) Each of the officers shall retain his part of the transfer receipt, safeguarding it carefully in his retained files so that it will be available in the event of a discrepancy between the amount of transfer of funds shown on the accounts current. When entering the amount of the transfer of funds on the account current, the name and rank of the officer from whom the funds were received, or to whom the funds were transferred, and date of the transaction, will be shown, either on form 1021 or on the schedule supporting entries thereon.

(6) The acknowledgement of receipt and the certificate of transfer must never be signed in duplicate nor be signed on the same copy.

(7) For transfers by means of checks or deposit, the requisition should be submitted in only the original and one copy, since acknowledgment of the receipt and the certificate of transfer are not required in such cases. The number and date of the check shall be stated by the transferring officer on the original, which shall be transmitted by him as a voucher in his returns.

(8) When transfers have been made to or funds received from more than one officer the amounts so transferred or received from each officer shall be stated separately. (N. R. 1750 (3).)

(9) The transfer of funds by a disbursing officer in the United States to a disbursing officer in a foreign country through the medium of a bill of exchange purchased from a banker in the United States and payable in the currency of the foreign country is not authorized. (Comp. Dec., March 17, 1916.)

(10) Public funds in transit for ultimate delivery to some particular officially designated person will be accounted for by disbursing officers who, at any time, may be intrusted with the funds while en route to destination, in the following manner: The officer receiving the funds will give a receipt to the officer from whom he received them. The receipt will show clearly the date of the transaction, the names of both parties thereto, the ship or station to which each officer was attached, and the amount of funds received. The facts of the transaction, as shown on the receipt given or taken, will be recorded on the respective account current of each officer concerned. Receipts covering such transfers will be retained by such officer and carefully safeguarded so that they will be available in the event of a discrepancy between the account current of the officer who delivers the funds and the officer who receives the funds.

23–216

"The transfer of funds by one quartermaster or paymaster to another is such a disbursement as to entitle the transferring officer to credit in his accounts, and being a disbursement that may be made either in cash or by check comes within the provisions of Treasury Department Circular No. 52 of 1907, and where such transfer is made by check no receipt from the officer receiving the funds is required." (14 Comp. 382.)

23–217

All disbursing officers in reporting the transfer of funds on accounts current will show the name of the officer to whom transferred or from whom received, in order that the same may be readily traced and properly accounted for. If the account current does not afford sufficient space for this, supplementary statement will be prepared and attached thereto.

23–218

~~The transfer of funds by a disbursing officer in the United States to a disbursing officer in a foreign country through the medium of a bill of exchange purchased of a banker in the United States and payable in the currency of the foreign country is not authorized. (Bu. Memo, 181, p. 3924; Comp. Dec. March 17, 1916.)~~

Vouchers

PAYMASTER'S DEPARTMENT

23–219

Definition.—The word "voucher" can not be construed as synonymous with the word "receipt," it having a far broader signification in law. Any written evidence which establishes facts entitling a disbursing officer to credit is a "voucher." The word "voucher" would seem to imply evidence, written or otherwise, of the truth of the fact. (The People *v.* Green 5 Daly, N. Y. 1914.)

23–220

(1) *Preparation.*—In making entries in the column of "Remarks" on the various forms of the Paymaster's Department care should be exercised to include everything essential to a complete understanding or a thorough audit of the report or voucher. It is also desired that unnecessary notations, particularly on the pay rolls, be omitted.

(2) Commanding officers should not brief vouchers submitted to the Paymaster's Department. All such vouchers will be briefed in the pay office to which furnished.

(3) Officers or enlisted men unable to write their names should sign by the mark "X." Such forms of signature must be witnessed by a disinterested person, preferably by a commissioned officer.

(4) Disbursing officers should not certify to the correctness of copies of papers filed in the support of vouchers which they settle, except vouchers for their own pay and allowances.

(5) Any corrections, erasures, or interlineations made on vouchers should be initialed by the officer signing the voucher.

(6) Money accounts should be expressed in terms of dollars and cents. When a portion of a cent less than one-half occurs in the footings of a voucher, it should be disregarded. If the fraction should be one-half or greater, it should be reckoned as a cent.

(7) The date, number, and amount of each check drawn for the payment of either pay rolls or vouchers must be shown in the space provided on such pay rolls and vouchers for such entries. In the case of individual check payments on rolls, the entry should be made by the paymaster making the payment in the column provided for ~~signature~~. this purpose.

(8) The use of red ink on vouchers is strictly prohibited except for entry of notations and corrections by officers of the Paymaster's Department.

(9) Each disbursing officer of the Paymaster's Department will number his vouchers consecutively, such serial numbering to continue throughout the fiscal year, commencing with No. 1 at the beginning of each fiscal year. (See General Regulations No. 43, General Accounting Office, May 22, 1925.) (C. M. C. M. 2.)

23–221

The presentation by a disbursing officer of a voucher properly receipted by the person entitled to payment is but prima facie evidence of actual payment by him and will not entitle him to credit unless the amount has been actually paid to the proper person or his representative. (1 Comp. 228, February 13, 1895.)

23–222

No letter of advice or transmittal should accompany vouchers and reports on prescribed forms which are complete in themselves when properly authenticated and which do not require special explanation.

QUARTERMASTER'S DEPARTMENT

23–223

When an article purchased is not named in the appropriation act the purpose for which it is intended determines the appropriation from which payment is to be made.

23–224

(1) *Preparation.*—Vouchers will be prepared on prescribed forms. They will be rendered in the English language, but when that is impracticable a translation of the voucher must accompany it. The correctness of the facts stated on a voucher and the justness of the account must be certified to by an officer. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the extension of an item on a voucher, or in the total amount, it will be disregarded. If the fraction be one-half or greater, it will be reckoned as a cent. On foreign stations when it is necessary to pay in foreign currency for supplies purchased or services obtained vouchers may be stated in the currency used, but in such cases the equivalent in United States currency of the total amount paid must be stated on the face of the voucher, e. g., "Equal to $————, U. S. Currency." (See art. ~~22~~ 23–180.)

(2) All vouchers and accompanying papers should give the exact state of facts upon which payments are based, showing a clear and complete explanation of the transaction, for the information of the accounting officers in settling the disbursing officer's accounts.

(3) Vouchers must be stated in the name of the corporation, company, firm, or person rendering the services or furnishing the articles for which payment is made (hereinafter referred to as the payee); show the place of business of the payee, and be certified by the payee as correct and just and that payment has not been received. When it is impracticable or inconvenient to have the payee sign the certificate on the voucher itself, his bill in duplicate, bearing on its face the following certificate signed by him, must be attached

to the voucher, viz: "I certify that the above account is correct and just and that payment therefor has not been received." The signature must correspond literally with the payee's name as given on the voucher.

(4) When a voucher is made out in the name of a corporation or company, the certificate must be signed with the name of the corporation or company, followed by the autograph signature and designation of the president, secretary, or other person authorized to sign for such corporation or company.

(5) When a voucher is made out in the name of a partnership firm, the certificate must be signed with the name of the firm by one of the partners, followed by his own signature, with the words "Member of Firm" appended thereto.

(6) When a voucher is made out in the name of an individual, the certificate must be signed by him in person.

(7) When an attorney of the payee signs the certificate, he should sign the name of his principal, adding, "By his attorney in fact," and sign his own name thereafter.

(8) Certificates to vouchers for small sums for occasional services rendered by corporations, such as telegraph, turnpike, transfer or express companies, etc., may be signed by the local agent in charge of the business of the company at the place where the service is rendered, or where it begins or terminates. Should payment in such cases be made in currency, the certificate of the officer making the payment that the person to whom payment was thus made was then the local agent of the company, in charge of its business at the place designated, will be sufficient evidence of the agent's authority to receive and receipt for the money paid.

(9) When a disbursing officer is satisfied that an officer, agent, or attorney is authorized to sign for his principal, whether an individual, firm, or corporation, the signature of the officer, agent, or attorney will be sufficient, without proof of authority accompanying the voucher, provided that payment is made by check drawn on a United States depositary to the order of the principal, and that fact, and the date and number of the check, and name of depositary, is stated on the voucher. If payment is made otherwise, evidence of authority of the officer, agent, or attorney, to sign for his principal must accompany the voucher.

(10) Every voucher, if for supplies furnished, must show the date of the delivery of the articles, the quantity, and unit price of each article, and the amount; also the total amount charged on the voucher. If for services rendered, the character and true period of service (dates inclusive), the rate of pay per day or month, as the case may be, and the amount must be shown. If employment is for fractional part of a month, the dates on which employed must be given. The certificate of purchase, receipt, and inspection of supplies or services charged on a voucher should be executed by an officer other than the disbursing officer who pays the voucher, when practicable.

(11) When payment is made by check, the date, number, and amount of the check, and the depositary on which it is drawn must be noted on the voucher. When payment is made in currency, the payee's receipt therefor must be

attached to the voucher and the fact that payment was made in that manner noted on the voucher. The requirements regarding signature to the payee's certificate on the voucher apply also to receipts for payments in currency. The receipt must be signed by the person to whom the amount is due or by his authorized agent.

(12) No receipts for money paid by a disbursing officer for supplies or services shall be required or taken by him, except where receipts are required either by law or the terms of the contract, or when payment is made in currency.

(13) Vouchers must be supported by itemized bills in duplicate (when the payee's certificate on the voucher itself is not signed, or when the voucher is not itemized), and reference made to the approved requisition or authority for the purchase. Each voucher will have indicated on its face how the purchase or engagement was made. If under a formal written contract, the contract will be referred to. If under sealed proposals, after public notice, the date of the purchase order or the letter of award, as the case may be, will be shown. If under an emergency in open market, when the time will not allow notice or proposal, the fact will appear on the voucher. A letter authorizing an increase of the expenditure authorized by an open-purchase requisition will be attached to the voucher concerned. (C. M. C. M. 4.)

(14) When it becomes the duty of an officer to order a purchase, it necessarily becomes his duty to decide whether the public exigency requires immediate delivery, but it is neither the duty nor within the power of an officer of the Marine Corps to make a conclusive decision of the matter after the purchase is made. It is, therefore, advisable that the requisitions upon which orders will be indorsed, having the order to purchase or the decision in regard to the exigency written thereon, be filed with the accounting officers as a part of the voucher.

(15) Rescinded. (C. M. C. M. 4.)

(16) Vouchers for reimbursements of officers and enlisted men for expenses necessarily incurred, should, when possible, be accompanied by receipts as subvouchers, as well as a certified copy of the authority for incurring the expense.

(17) Freight vouchers should in all cases be accompanied by the original bill of lading, properly accomplished by the consignee. If the shipment is made through any other department of the Government, all papers forwarded by that department should be filed with the voucher upon which payment is made.

(18) Vouchers for transportation of officers and enlisted men should be accompanied by the order on the transportation company signed by the issuing officer. The certificate of receipt on the order should be accomplished by the person receiving the tickets.

(19) The vouchers for all fuel purchased and accepted, including fuel used in the barracks, will be consolidated and rendered monthly.

(20) In computing time for payment of services the following rules will be observed:

(*a*) Annual compensation will be divided into 12 equal payments, one of which will be due for each full month's service.

(*b*) In computing the amount due for compensation for a fractional part of any calendar month it will be assumed that each month consists of 30 days. For example, March 1 to 10, inclusive, is 10 days, or ten-thirtieths of the monthly compensation; March 20 to 31, inclusive, is 11 days, or eleven-thirtieths of the monthly compensation; February 1 to 6, inclusive, is 6 days, or six-thirtieths of the monthly compensation; February 25 to 28, inclusive, is 6 days, or six-thirtieths of the monthly compensation. No payment will be made for services rendered on the 31st of any month when based on an annual or monthly compensation.

(*c*) For commutation of subsistence and for services of persons employed at a per diem rate payment will be made for the actual number of days.

(*d*) When services are rendered from one given date to another the account will state clearly whether both dates are included.

(*e*) In computing the wages of persons employed at a per diem allowance, the day on which service begins and the day on which it ends will be allowed in the computation.

(*f*) In computing amount due for rent for fractional part of a month, the actual number of days the premises are occupied will be used; e. g., December 21 to 31, both dates inclusive, 11 days, or eleven thirty-firsts of the monthly rental. (C. M. C. M. 2.)

(21) The word "month," when used in a contract, means calendar month unless the contrary is stated, and a calendar month is one as expressed in a calendar, regardless of the number of days it may contain.

(22) When "days" are used in the period of time required for the completion of a contract, it means "calendar days." When "working days" are used in the period of time required for the completion of a contract, it means all days excepting Sundays and legal holidays.

(23) Vouchers should show in the spaces provided for the purpose the voucher number, the rank, name and station of the disbursing officer, and the appropriation and fiscal year to which the expense is chargeable. (See art. 23–172, particularly paragraph (4) thereof.) (C. M. C. M. 2.)

(24) To secure uniformity, a rubber stamp of appropriate size, similar in form and wording to the following example, will be used for the entry required to be made in the block headed "Paid by" on the purchase voucher form:

John Doe,
Captain, AQM, USMC,
Marine Barracks,
Quantico, Va. (C. M. C. M. 2.)

(25) Each disbursing officer will number his vouchers covering disbursements of public funds consecutively, as paid, beginning with No. 1 for the first voucher paid by him in a fiscal year and continuing in one series of numbers until the end of the fiscal year, regardless of appropriations affected, changes of station, or the account current to which the vouchers pertain, a separate series of numbers beginning with 1 to be used for each fiscal year; for example: If a disbursing officer is transferred from one station or disbursing office to another, and the last voucher paid at his old station was No. 569, the first voucher paid by him at his new station will be No. 570. If he ceases to disburse after paying voucher No. 1070, and resumes disbursing during the same fiscal year, the first voucher paid by him after resuming disbursing will be No. 1071. In the numbering of disbursement vouchers a disbursing officer will be regarded as the unit, not the office or station where the disbursements are made. (C. M. C. M. 2.)

(26) Where the services of officers or employees authorized to administer oaths in matters of military administration are not obtainable, and recourse must be had to a notary public or other civil officer competent to administer oaths for general purposes, who is not a Government officer or employee, his fee for such service will be paid by the Quartermaster's Department upon properly presented vouchers, but in such cases the voucher must show that it was impracticable to have the oath administered by an officer authorized to administer oaths for purposes of naval administration (act of March 4, 1917, 39 Stat. 1171), or by a Government officer or employee authorized to administer oaths to accounts for travel or other expenses against the United States (act of August 24, 1912, 37 Stat. 487), that there was no notary public in the service at the place where the oath was required to be administered, and that it was not practicable to obtain the notarial services by courtesy of an employee of another branch of the service, or otherwise. (See 4 Comp. Gen. 925.)

(27) Officers of the Quartermaster's Department will not issue vouchers for unpaid accounts as due bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who, for want of funds, was not paid at time of discharge.

(28) (*a*) Vouchers covering purchases involving a cash discount for payment within a specified period of time will be prepared and forwarded, marked "URGENT," to the disbursing officer in time to permit of payment within the discount period. In cases where this is not done, the officer submitting the voucher for payment will state fully on the face thereof, over his own signature, the reasons for the delay. Officers through whose inexcusable delay a discount is lost will be held responsible for such loss. (C. M. C. M. 1 and 4.)

(*b*) Where there is any question as to the right to deduct the discount at the time of payment of a voucher, the discount will be deducted by the disbursing officer and payment of the balance tendered the payee, who, if not satisfied, may accept the payment under protest and file claim in the General Accounting Office for the amount deducted. (7 Comp. Gen. 537.) (C. M. C. M. 4.)

(*c*) Where a contract stipulates for a deduction of cash discount and also for deduction of liquidated damages from any payment due or to become due the contractor, the discount will be first deducted on the full contract price and the liquidated damages withheld from the balance due. (6 Comp. Gen. 692.) (C. M. C. M. 2.)

CHAPTER 24

PAY OF OFFICERS

GENERAL PROVISIONS

24–1

(1) *Act of June 10, 1922.*—" * * * That, beginning July 1, 1922, for the purpose of computing the annual pay of the commisioned officers of the * * * Marine Corps below the grade of brigadier general, * * * pay periods are prescribed, and the base pay for each is fixed as follows:

(2) "The first period, $1,500; the second period, $2,000; the third period, $2,400; the fourth period, $3,000; the fifth period, $3,500; and the sixth period, $4,000.

(3) "The pay of the sixth period shall be paid to colonels of the Army * * * who have completed twenty-six years' service, or whose first appointment in the permanent service was in a grade above that corresponding to captain in the Army, or who were appointed to the Regular Army under provisions of the first sentence of section 24, act of June 3, 1916, as amended by the act of June 4, 1920; * * * to lieutenant colonels of the Army * * * who have completed thirty years' service; * * *.

(4) "* * * The pay of the fifth period shall be paid to colonels of the Army * * * who are not entitled to the pay of the sixth period; to lieutenant colonels of the Army * * * who have completed twenty years' service, or whose first appointment in the permanent service was in a grade above that corresponding to captain in the Army, or who were appointed to the Regular Army under the provisions of the first sentence of said section 24; * * * and to majors of the Army * * * who have completed twenty-three years' service; * * *.

(5) "* * * The pay of the fourth period shall be paid to lieutenant colonels of the Army * * * who are not entitled to the pay of the fifth or sixth period; to majors of the Army * * * who have completed fourteen years' service, or whose first appointment in the permanent service was in a grade above that corresponding to second lieutenant in the Army, or who were appointed to the Regular Army under the provisions of the first sentence of said section 24; to captains of the Army * * * who have completed seventeen years' service, ~~except those whose promotion is limited by law to~~

this grade and who are not entitled under existing law to the pay and allowances of a higher grade; * * *.

(6) "* * * The pay of the third period shall be paid to majors of the Army * * * who are not entitled to the pay of the fourth, fifth, or sixth period; to captains of the Army * * * who have completed seven years' service, or whose first appointment in the permanent service was in a grade above that corresponding to second lieutenant in the Army, or whose present rank dates from July 1, 1920, or earlier; to first lieutenants of the Army * * * who have completed ten years' service; * * *.

(7) "* * * The pay of the second period shall be paid to captains of the Army * * * who are not entitled to the pay of the third or fourth period; to first lieutenants of the Army * * * who have completed three years' service, or whose first appointment in the permanent service was in a grade above that corresponding to second lieutenant in the Army; and to second lieutenants of the Army * * * who have completed five years' service.

(8) "The pay of the first period shall be paid to all other officers whose pay is provided for in this section.

(9) "During the existence of a state of war, formally recognized by Congress, officers of grades corresponding to those of colonel, lieutenant colonel, major, captain, and first lieutenant of the Army, holding either permanent or temporary commissions as such, shall receive the pay of the sixth, fifth, fourth, third, and second periods, respectively, unless entitled under the foregoing provisions of this section to the pay of a higher period. * * *

(10) "The provisions of this act shall apply equally to those persons serving, not as commissioned officers in the Army * * * but whose pay under existing law is an amount equivalent to that of a commissioned officer of one of the above grades, those receiving the pay * * * captains * * * being classified as in the * * * third * * * periods, respectively. Pay clerks of the Marine Corps shall receive the pay of second lieutenants of the Army of the same length of service.

(11) "* * * That commencing July 1, 1922, the annual base pay of a brigadier general of the * * * Marine Corps * * * shall be $6,000; and the annual base pay of a major general of the * * * Marine Corps * * * shall be $8,000. * * *

(12) "* * * That nothing contained in this act shall operate to reduce the pay of any officer on the active list below the pay to which he is entitled by reason of his grade and length of service on June 30, 1922, not including additional pay authorized by the act entitled 'An act to increase the efficiency of the commissioned and enlisted personnel of the * * * Marine Corps * * *,' approved May 18, 1920. * * *."

24–2

Pay accounts to run for consecutive periods.—An officer who does not wish to draw his pay need not present his voucher; but an officer who does not submit a voucher for a period already covered in the accounts of the disbursing officer can not draw pay on a voucher for a period subsequent to that for which he has not been paid before submitting a voucher and being paid for the period in arrears. Accounts must be stated consecutively, and the paymaster's records must show consecutive settlement, not skipping any period from the time the officer's account is taken up until it is transferred.

24-3

Brevets conferred upon commissioned officers shall not entitle them to any increase of pay. (R. S. 1264.)

24-4

Prisoners of war.—While held as prisoners of ~~way~~ war by an enemy nation, commissioned officers and enlisted men * * * are entitled to the same pay to which they may be entitled while in the active service of the United States. (25 Comp. Dec. 34, July 16, 1918.)

24-5

Missing in action.—When reported as "missing in action," the pay of officers and enlisted men should be withheld until their status can be definitely ascertained; in case no information establishing such status can be obtained individual cases should be considered on their merits and determined upon the evidence obtainable. (25 Comp. Dec. 34, July 16, 1918.)

24-6

"*In computing the total base pay,* pay for length of service and allowances for subsistence and rental of quarters for the purpose of applying the maximum of $7,200 above which no allowances are payable under section 7 of the act of June 10, 1922, the commuted value of quarters furnished in kind to officers * * * may not be included. The maximum pay and allowances of officers * * * for fractional portions of a year under the $7,200 limitation per annum imposed by section 7, act of June 10, 1922, should be computed at the maximum rate of $20 per day." (2 Comp. Gen. Dec. 709, April 30, 1923.)

Additional pay for aviation is not included in this limitation (6 Comp. Gen., 99, 8-3-26)

24-7

(1) *An officer on first claiming pay* after his entry into the service shall furnish the disbursing officer with a copy of his appointment and oath of allegiance, or of the letter accompanying his commission, certified by himself to be correct; and in his certificate he shall state the date of his acceptance of the appointment and of his taking the oath required.

(2) Copies should be prepared in duplicate and accompany the first voucher upon which pay is claimed. Disbursing officers are required to file one of the copies with the original voucher, transmitted with their returns, and the other with the duplicate voucher retained by them.

24-8

A midshipman who, upon graduation from the Naval Academy, is appointed a second lieutenant in the Marine Corps is entitled to the pay as such from the date he takes rank as stated in his commission. (Act of March 3, 1893, 27 Stat. 716; Bu. Memo. 111, p. 1418.)

24-9

In transcripting vouchers of newly appointed officers disbursing officers will show in the column of "Remarks" on the "Recapitulation and transcript" (Form N. M. C. 434) the office to which appointed, and the date of acceptance, and the date of the execution of the oath.

24-10

An officer upon original appointment in the Marine Corps is entitled to pay from date of acceptance of appointment. In cases of promotion the officer is entitled to pay from date of occurrence of the vacancy.

24-11

The first pay voucher submitted in which increased pay is claimed for promotion will be accompanied by two certified copies of the letter transmitting the commission.

24-12

An officer of the Marine Corps, who, on account of the exigencies of the service, is not examined for promotion, but is commissioned in the higher grade subject to the examinations required by law, is not entitled to the increased pay until he has passed a successful examination for promotion. (Comp. Dec. October 17, 1917; Bu. Memo. 200, p. 4414.) Pending examination he should be paid as of the lower grade, and when his right to the pay of the grade to which promoted is established the difference of pay can be credited.

24-13

Higher command.—"In time of war every officer serving with troops operating against an enemy who shall exercise under assignment in orders issued by competent authority a command above that pertaining to his grade shall be entitled to receive the pay and allowances of the grade appropriate to the command so exercised: *Provided*, That a rate of pay exceeding that of a brigadier general shall not be paid in any case by reason of such assignment." (Act of April 26, 1898, 30 Stat. 365.)

24-14

Transfer of pay accounts.—Officers receiving orders for change of stations which involve the transfer of their pay accounts to another paymaster should immediately notify the paymaster who carries their accounts of such fact, and request their transfer pay accounts and such pay as they may wish to draw, at the same time requesting such advances and forwarding such allotments as they may desire, and their orders may entitle them to receive, or register under the regulations. Certified copies of orders in duplicate must be furnished the paymaster of the station from which detached, and the paymaster of the station to which transferred. If the same paymaster pays both stations, only one set of orders need be furnished.

24-15

(1) Form N. M. C. 40 will be used to transfer the accounts of officers who have balances due and unpaid or paid in full. Three copies will be prepared and certified by the paymaster having the officer's account and forwarded to the paymaster who is to take up the account. Where it is impracticable so to forward the accounts they should be delivered to the officer transferred for further delivery by him to the paymaster taking up his accounts.

(2) The paymaster receiving the accounts of an officer transferred to his rolls will acknowledge receipt by completing that part of the form reserved for this purpose and return the duplicate copy to the paymaster from whom received. The original will be retained and filed with the returns of the officer taking up the account. The triplicate will be retained by the pay officer taking up the account for his files. Where transfer pay accounts are received from paymasters of the Marine Corps on foreign stations, the duplicate will be accomplished as above indicated, but will be forwarded direct to the Paymaster, Marine Corps, with letter of transmittal, for incorporation in the returns of the transferring officer, a copy of the letter of transmittal being furnished the latter. (C. M. C. M. 3.)

(3) Where an officer is transferred with a balance overpaid Form N. M. C. 41 will be used.

24-16

Warrant officers.—"* * * That commencing July 1, 1922, the monthly base pay of warrant officers * * * of the * * * Marine Corps shall be as follows: Warrant Officers of the * * * Marine Corps, $148. * * *"

ADVANCE PAY

24-17

(1) For regulations governing the payment of advance pay to officers see articles 1802 and 1803, Navy Regulations.

(2) An officer shall, on paying an advance, indorse upon the original orders of the officer of the Navy or Marine Corps receiving it, the date and the amount advanced; and shall also notify the officer to whom the accounts are transferred, without delay, of every such advance paid. A certified copy of the orders upon which advanced pay is furnished should in all cases accompany the voucher.

(3) In cases where such advance of pay has been made, the officer taking up the accounts shall, without delay, inform both the General Accounting Office and the officer who made the advance that he has checked the specified amount, adding the name of the ship to which such officer is first attached, the officer's name and rank, the date of the order, amount of pay advanced, and from whom received.

(4) In all cases of advances or overpayments appearing on the rolls, the name of the officer making such advance or overpayment shall be noted over the amount.

(5) Where the paymaster paying an advance carries the accounts of the officers to whom such advance is paid, no request for checkage should be made, but the amount paid should be checked against the officer's account prior to the preparation of transfer pay accounts.

(6) A disbursing officer paying an advance to an officer not carried on his rolls will forward, without delay, to the proper disbursing officer a request for checkage (Form N. M. C. 301), in duplicate, of the amount so advanced. The accomplished request for checkage, when received from the disbursing officer making the checkage, will be forwarded to the General Accounting Office with the voucher upon which the advance was paid, or, if the voucher in question has previously been forwarded, the accomplished request will be forwarded separately.

(7) Rental and subsistence allowances, pay as aide, for mounts, etc., shall not be included in computing the amount of advance pay to which an officer is entitled.

AIDES

24–18

(1) *Allowance.*—Each major general shall have three aides who may be selected by him from captains or lieutenants of the Army, and each brigadier general shall have two aides who may be selected by him from lieutenants of the Army. (1098 R. S.)

(2) An aide to a major general shall be entitled to $200 a year in addition to the pay of his rank and an aide to a brigadier general $150 a year in addition to the pay of his rank. (1261 R. S.)

(3) An officer of the Marine Corps with the rank of colonel, though commanding a body of marines having brigade organization and performing duties ordinarily performed by a brigadier general, is not entitled to select and assign a lieutenant to act as his aide, and the officer so selected is not, therefore, entitled to be paid as aide. (Bu. Memo. 122, p. 1717; Comp. Dec. April 27, 1911.)

24–19

(1) *Pay.*—Sections 1098 and 1261, Revised Statutes, are applicable to the Marine Corps under the provisions of section 1612, Revised Statutes.

(2) Only the number of aides authorized by law can be allowed the additional compensation attached to the office, regardless of the number that may be selected and assigned to such duty. (6 Comp. Dec. 154, August 26, 1899.)

(3) An officer is entitled to the additional pay allowed an aide when said officer enters upon the duties under proper designation as aide, and is entitled to such pay while on authorized leave, provided during such leave his designation as aide remains unchanged. (17 Comp. Dec. 104, August 12, 1910.)

(4) An aide is entitled to pay to include the date of actual relief if on duty, but if on leave of absence is entitled to pay to the date of order relieving him. If the general is retired, the aide is entitled to pay as such to include the date prior to the date of the general's retirement.

(5) Pay as aide should be transcripted to show said amount on the "Recapitulation and transcript" as a separate item in the column "Miscellaneous credits," noting thereover "Aide."

(6) "Where a lieutenant in the Navy receives additional pay for duty as an aide and by subsequent Executive action pursuant to the act of March 4, 1913 (37 Stat. 892), he became a lieutenant commander, the sum so allowed as additional pay as aide will not be set off against the claim for pay for higher grade, because by that act he became retroactively and constructively but not in fact a lieutenant commander during that period." (52 Ct. Claims 327.)

(7) "* * * That nothing in this act shall operate to change in any way existing laws, or regulations made in pursuance of law, governing * * * additional pay to aides. * * *" (Act of June 10, 1922.)

LEAVE AND LEAVE PAY

24–21

(1) *Leave pay.*—"Officers when absent on account of sickness or wounds, or lawfully absent from duty and waiting orders, shall receive full pay; when absent with leave, for other causes, full pay during such absence not exceeding in the aggregate 30 days in one year, and half pay during such absence exceeding 30 days in one year. When absent without leave, they shall forfeit all pay during such absence unless the absence is excused as unavoidable." (1265 R. S.)

(2) No officer of the Navy or Marine Corps, while on leave of absence engaged in a service other than that of the Government of the United States, shall be entitled to any pay or allowances for a period in excess of that for which he is entitled to full pay, unless the President otherwise directs. (Acts May 28, 1924, 43 Stat. 202 and February 11, 1925, 43 Stat. 879.)

(3) The provisions of the above-quoted acts are a restriction on the pay accruing to officers of the Navy and Marine Corps during leave of absence and in effect deprive these officers of half pay during excess leave as authorized by section 1265, Revised Statutes, unless the President shall direct otherwise. (See 8 Comp. Dec. 482, March 9, 1929, and 8 Comp. Dec. 539, April 12, 1929.) (C. M. C. M. 5.)

24–22

(1) *Allowance of leave.*—All officers on duty shall be allowed, in the discretion of the Secretary of the Navy, 60 days' leave of absence without deduction of pay or allowances: *Provided*, That the same be taken once in two years: *And*

provided further, That the leave of absenec may be extended to three months if taken once only in three years, or four months if taken only once in four years. (See art. 1–17.) (C. M. C. M. 5.)

(2) *A pay clerk* is an officer within the meaning of the leave laws contained in section 1265 of the Revised Statutes and the act of July 29, 1876 (19 Stat. 102). (18 Comp. Dec. 564, February 3, 1912.)

(3) "*Warrant officers* shall be allowed such leave of absence, with full pay, as is now, or may hereafter be, allowed other officers of the United States Navy." (Navy act, August 29, 1916, 39 Stat. 578.)

(4) "*The Army leave law,* allowing 30 days' leave in any one year, becomes applicable from the date of appointment of ensign. The period between the date of appointment and June 30, the end of the leave year, shall be the period to be compared with the total leave year in determining the prorated leave for the period between date of appointment as ensign and the end of that leave year and for which full pay shall be allowed. All leave in excess of such prorated period shall entitle the officer so on leave to furlough pay only." (Bu. Memo. 114, p. 1548; Comp. Dec. August 19, 1910.)

(5) "*A retired officer assigned to active duty* is not entitled to cumulative leave of absence that had accrued prior to his retirement, notwithstanding the fact that his assignment to active duty occurred immediately after his retirement." (23 Comp. Dec. 307, November 25, 1916.)

(6) Leave accrues to retired officers of the Army for period of active service only under the same conditions as for active-list officers for corresponding period, inclusive of those for pay and allowances, and for excess leave they are entitled to one-half pay and to no allowances. (2 Comp. Gen. Dec. 333, November 21, 1922.)

24–23

(1) *Allowances of officers on leave.*—There being no mention of "allowances" in section 1265, Revised Statutes, an officer on excess leave of absence is entitled to one-half pay and to no allowances. (2 Comp. Gen. Dec. 333, November 21, 1922.)

(2) For instructions relative to allowances of officers on leave and on excess leave, see articles 26–42 and 26–56.

LONGEVITY PAY

24–24

(1) *Commissioned officers.*—"* * * Every officer paid under the provisions of this section shall receive an increase of 5 per centum of the base pay of his period for each three years' service up to thirty years: *Provided,* That the base pay plus pay for length of service of no officer below the grade of colonel of the Army, captain of the Navy, or corresponding grade, shall exceed $5,750 * * *.

(2) "* * * For officers appointed on and after July 1, 1922, no service shall be counted for the purposes of pay except active commissioned service under a Federal appointment and commissioned service in the National Guard when called out by order of the President. For officers in the service on June 30, 1922, there shall be included in the computation all service which is now counted in computing longevity pay and service as a contract surgeon

serving full time; and also 75 per centum of all other periods of time during which they have held commissions as officers of the Organized Militia between January 21, 1903, and July 1, 1916, or of the National Guard, the Naval Militia, or the National Naval Volunteers since June 3, 1916, and service as a contract surgeon serving full time, shall be included in the computation."

24-25

Warrant officers.—"* * * Commencing July 1, 1922, warrant officers of the Marine Corps, * * * shall receive, as a permanent addition to their pay, an increase of 5 per centum of their base pay for each four years of service in any of the services mentioned in the title of this act, not to exceed 25 per centum. * * *" (Act of June 10, 1922.)

	Monthly	Annual
Less than 4 years	$148.00	$1,776.00
Over 4 years	155.40	1,864.80
Over 8 years	162.80	1,953.60
Over 12 years	170.20	2,042.40
Over 16 years	177.60	2,131.20
Over 20 years	185.00	2,220.00

24-26

"* * * *Pay clerks* of the Marine Corps shall receive the pay of second lieutenants of the Army of the same length of service. * * *" (Act of June 10, 1922.)

24-27

To be claimed on vouchers.—Commissioned officers, warrant officers, and pay clerks believing themselves entitled to an increase in pay by reason of longevity will claim that increased pay with inclusive dates and amounts at each rate on the first pay voucher submitted in such conditions. This voucher will be accompanied by a statement of the officer over his signature showing his total prior service in detail. Upon receipt of such certificate, the paymaster will verify the service from the Navy Register or other sources of information at hand. Should the information contained in the officer's claim not agree with the service as shown by the Navy Register, the matter will be referred to the Paymaster, Marine Corps, for adjustment.

24-28

From date of acceptance.—"An officer of the Marine Corps is entitled to have his longevity pay computed from the date he accepted his appointment, and not from the date he took the oath of office, as the provision requiring him to take the oath is directory only and not a condition precedent to his right to compensation." (12 Comp. Dec. 245, October 28, 1905.)

24–29

"*An aide* either to a brigadier general or to a major general is not entitled to have his longevity pay calculated upon the additional pay which he receives as an aide, that being, under section 1261, Revised Statutes, an allowance in addition to and not a part of the pay of his rank." (15 Comp. Dec. 710, May 11, 1909.)

24–30

(1) *Computation.*—The longevity pay should be computed on the base pay of the grade or period, and not on longevity increase for the preceding three years. In other words, each of the 5 per cent increases for longevity pay should be computed, respectively, on the base pay, and not on base pay plus previous longevity credits. (See Bu. Memo. 89, p. 787; Comp. Dec. July 24, 1908.)

(2) Under provisions of section 11 of the act of May 18, 1920 (41 Stat. 604), in computing longevity pay for officers of the Army on and after May 18, 1920, all prior active service as a commissioned officer in the Revenue Cutter Service, and Coast Guard, and service as a cadet in the Revenue Cutter Service rendered prior to August 24, 1912, may be counted. (27 Comp. Dec. 315, October 4, 1920.)

(3) The provisions in the act of March 4, 1913 (37 Stat. 891), prohibiting counting service as midshipman at the United States Naval Academy in computing length of service in the Navy or Marine Corps, was not repealed by the proviso in section 11 of the act of May 18, 1920 (41 Stat. 604), that longevity pay for officers of the Army, Navy, Marine Corps, Coast Guard, Public Health Service, and Coast and Geodetic Survey shall be based on the total of all service in any or all of said services, for the reason that service of a midshipman at the Naval Academy is not considered as service in the Navy within the meaning of the later act. (27 Comp. Dec. 985, May 17, 1921.)

(4) Officers in the service on June 30, 1922, are entitled to have their base pay grade or period on July 1, 1922, determined as provided by the act of June 10, 1922, and any service, including service as an enlisted man in any of the services mentioned, which may be counted for longevity, should be included. (2 Comp. Gen. Dec. 113, August 14, 1922.)

(5) An officer is entitled to longevity pay for service performed under a fraudulent enlistment which was not rendered void by the Government. He is also entitled to count service prior to desertion. (Comp. Dec. June 13, 1919; Bu. Memo. 220, p. 4900.)

MOUNTED PAY

24–31

(1) *When entitled.*—"Hereafter the United States shall furnish mounts and horse equipments for all officers of the Army below the grade of major required to be mounted, but in case any officer below the grade of major required to be mounted provides himself with suitable mounts at his own expense he

shall receive an addition to his pay of $150 per annum if he provides one mount and $200 per annum if he provides two mounts." (Act of May 11, 1908, 35 Stat. 108.)

(2) The provisions of the act of May 11, 1908 (35 Stat. 108), relating to mounted pay for officers below the grade of major is made applicable to officers of the Marine Corps by the provisions of section 1612, Revised Statutes, which provides that officers of the Marine Corps shall receive the same pay and allowances as officers of like grades of the Infantry of the Army. (Comp. Dec. June 24, 1909, and April 19, 1912.)

(3) The proviso under "Pay of the Army" in the War Department appropriation act of the fiscal year 1930 (45 Stat. 1353), that the number of horses owned by an officer of the Army occasioning any public expense, including extra compensation, shall be reduced to one on June 30, 1930, is a change of the substantive laws, permanently fixing the authorized number of privately owned mounts for which forage, bedding, shoeing, shelter, medicine, transportation, extra compensation, etc., may be furnished at Government expense, at one mount for each officer of the Army, effective July 1, 1930. (Comp. Dec. December 16, 1929.) (Applicable to the Marine Corps under section 1612 R. S.) (C. M. C. M. 5.)

24-32

(1) *How obtained.*—Officers required by proper authority to be mounted may obtain the additional pay for providing such mounts in the following manner: By filing with the first voucher (N. M. C. 426) on which credit is claimed duplicate copies of their orders requiring them to be mounted, together with proper certificates from their commanding officer that the mount or mounts are in all respects suitable for the military service, and conform to the standards for mounts prescribed by proper authority (citing authority). Subsequent vouchers need only to refer to the original authority and the first voucher with which such authority is filed.

(2) *When on foreign duty,* mounted pay may be paid to officers upon the certificate of the commanding officer of marines that their duties require them to be mounted. Upon receipt of such certificate it will be referred by the paymaster concerned, via the Paymaster, Marine Corps, to the Major General Commandant for approval.

(3) *In United States.*—Mounted pay will not be paid to officers for service in the United States, except upon the certificate of the Major General Commandant that their duties require them to be mounted. (Ind. M. G. C. 4124, June 26, 1915.)

24-33

Upon relief from duty requiring an officer to be mounted, or if the mount or mounts are disposed of, the officer should submit with the last voucher upon which mounted pay is claimed duplicate certified copies of his orders indorsed to show the actual date of relief, or, if the mount or mounts are disposed of, a certificate showing the date upon which the officer ceased to own the mount or mounts.

24-34

The officer's certificate upon his pay accounts will be the evidence upon which paymasters will base their payments of additional pay for mounts, until information is obtained by them from proper authority that such additional pay is to be stopped.

24–35

Officers below the grade of major providing their own mounts do not forfeit the right to additional pay by reason of absence on account of sickness or on ordinary leave, nor will the mere fact that such officers are detached for a purely temporary period from the stations where their mounts are kept deprive them of their right to the additional pay so long as the mounts are actually and exclusively owned and kept for their use in the military service at their regular stations. In all other cases the right to the additional pay accrues only where the mounts are actually available for use at the station where the officer is serving. (AR 35–1720 (2).)

24–36

"A captain in the Marine Corps on duty in the office of the Judge Advocate General of the Navy, whose duties do not require him to be mounted, is not entitled to mounted pay, even though officers of the Army detailed for duty in the Judge Advocate General's office of the Army are drawing this increased pay." (Bu. Memo. 100, p. 1197; Comp. Dec. June 24, 1909.)

24–37

In computing the additional pay for mounts, each month should be regarded as consisting of 30 days.

24–38

For specifications of officers' mounts, see Army Regulations No. 605–135.

RETIRED OFFICERS

24–39

Retired after June 30, 1922.—" * * * That on and after July 1, 1922, retired officers and warrant officers shall have their retired pay, or equivalent pay, computed as now authorized by law on the basis of pay provided in this act, which pay shall include increases for all active duty performed since retirement in the computation of their longevity pay and pay periods: *Provided*, That nothing in this act shall operate to reduce the present pay of officers, warrant officers * * * now on the retired list, or officers, or warrant officers in an equivalent status of any of the services mentioned in the title of this act * * *." (Sec. 17, act of June 10, 1922, as amended May 26, 1928.) (C. M. C. M. 4.)

24–40

(1) Rescinded. (C. M. C. M. 4.)

(2) "The retired pay of officers and warrant officers of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, who were retired on or before June 30, 1922, shall not be less than

that provided for the officers and warrant officers of these services of equal rank and length of service retired subsequent to that date: *Provided*, That nothing in this act shall operate to reduce the pay of any officer or warrant officer now on the retired list." (Act of May 8, 1926.) (C. M. C. M. 2.)

24-41

(1) *Percentage of pay.*—" Officers retired from active service shall receive 75 per cent of the pay of the rank on which they were retired." (1274 R. S.)

(2) " The commissioned officers of the Marine Corps shall be retired in like cases, in the same manner and with the same relative conditions in all respects as are provided for officers of the Army * * *." (R. S. 1622.)

(3) " That if any such officer (of the Marine Corps below the grade or rank of colonel) of more than ten years' total service, exclusive of service as midshipman or cadet at the United States Naval Academy or the United States Military Academy, fails to qualify professionally upon reexamination (for promotion), he shall not be discharged from the Marine Corps on account of such failure, but shall thereafter be ineligible for promotion or advancement; and any such officer shall be retired with a percentage of the pay received by him at the date of retirement equal to 2½ per centum for each year of total active service * * * not to exceed 75 per centum, upon attaining, or if he had previously attained, the ages in the various grades and ranks, as follows: Lieutenant colonel, fifty years; major and company officers, forty-five years." (Act of March 4, 1925.)

" That any officer of the grade or rank of colonel whose name is not borne on one of the current eligible lists for appointment as brigadier general or head of a staff department shall, if more than fifty-six years of age, be retired with a percentage of the pay received by him at the date of retirement equal to 2½ per centum * * * not to exceed 75 per centum." (Act of March 4, 1925.)

(4) The intent of the above provision of the act of March 4, 1925, relative to colonels, is to fix a rate of 2½ per centum *for each year of total active service*, not to exceed 75 per centum. (Comp. Gen. Dec. June 5, 1925, A-9659.)

24-42

(1) *Increased pay.*—" Hereafter, except in case of officers retired on account of wounds received in battle, no officer now on the retired list shall be allowed or paid any further increase of longevity pay, and officers hereafter retired, except as herein provided, shall not be allowed or paid any further increase of longevity above that which has accrued at date of their retirement." (Act of March 2, 1903, 32 Stat. 932; see Bu. Memo. 241, p. 6728, Comp. Gen. Dec. August 12, 1922.)

(2), (3), and (4) Rescinded. (C. M. C. M. 4.)

24–43

(1) *When retirement effective.*—The Court of Claims in the case of Silas M. Terry *v.* United States, No. 28148, March 30, 1908, held that an order of the President placing an officer upon the retired list changes the status of such officer wherever he may be and whatever duty he may be performing, regardless of date of receipt of order. This decision has been followed by the accounting officers in all subsequent decisions.

(2) Officers retired on account of age, incapacity resulting from an incident of the service, or upon own application, are entitled to retired pay only from and including date of retirement, as shown by the order of the President. (Ct. Cl. March 30, 1908; C. M. Order 76, 1920; Dec. Comp. Treas. March 30, 1912, 18 Comp. 747.)

24–44

Active-duty pay.—An officer placed upon the retired list for any cause is not thereafter entitled to active-duty pay unless specifically assigned to active duty by order of the Secretary of the Navy.

24–45

Deduction for hospital fund.—Deduction at the rate of 20 cents per month should be made for the naval hospital fund in the case of retired officers.

24–46

(1) *Settlement of accounts when retired.*—When an officer is placed on the retired list his accounts will be settled to include the date prior to date of retirement, and, unless retained on active duty will at once be transferred (using the regular transfer pay account, accompanied by two copies of the orders, with all indorsements, placing the officer on the retired list) to the Paymaster.

(2) The Paymaster will upon receipt of the transfer pay account, prepare Form N. M. C. 769 ("Account card, retired list") in duplicate, retain one copy and forward the other, accompanied by a copy of the order (with all indorsements) placing the officer on the retired list, to the General Accounting Office.

24–47

Payments to retired officers not on active duty will be made by check monthly, or semimonthly, if any so desire, by the Paymaster. Retired officers must at all times keep the Paymaster advised of their addresses.

24–48

(1) *The accounts* of all retired officers not on active duty will be abstracted on the approved form and will be stated in one sum on the recapitulation and transcript.

(2) Where a retired officer is afterwards placed on active duty, the account card will temporarily be closed and his account regularly transferred to the disbursing officer who is to make settlement with him while on active duty. When relieved from active duty, the account will be closed (to include the date of relief from active duty) and again transferred to the Paymaster, accompanied by duplicate copies of the order (with all indorsements) of relief from active duty. Notation will be made on the "Account card" to show the cause of break in current payments and the period thereof.

24-49

A summons to a retired officer of the Navy to attend as a witness before a general court-martial does not place him on active duty. (5 Comp. Dec. 244, November 30, 1898.)

24-50

The retired pay of an inmate of a hospital is not a "pension" within the meaning of the act of March 4, 1898 (30 Stat. 377); therefore it should not be paid to the Secretary of the Navy for the benefit of the hospital of which he is an inmate. (12 Comp. Dec. 407, January 24, 1906.)

24-51

An officer who by authority of a private act is placed on the retired list with higher rank from a prior date is entitled to the retired pay provided from the date of his taking rank on the retired list less any pay he has received during the period, but without the deduction of any allowances that he may have received while on active duty. (17 Comp. Dec. 919, June 5, 1911.)

24-52

Under existing law and in time of peace a first lieutenant on the retired list of the Marine Corps who is mustered into the service of the United States as a captain in the National Guard organization is entitled, while so serving, to his regular pay in addition to the pay of a captain in the National Guard in the Federal service. (23 Comp. Dec. 760, June 21, 1917; Bu. Memo. 197, p. 4283.)

24-53

(1) *Holding civil position.*—Under the act of July 31, 1894 (28 Stat. 205), a retired officer of the Marine Corps who receives a retired pay in excess of $2,500 per annum is not eligible for appointment to a position as civilian employee of the Government, whether the position be specifically appropriated for by statute or generally authorized under a lump-sum appropriation. (26 Comp. Dec. 49, July 17, 1919.)

(2) The act of May 31, 1924, provides "That section 2 of the legislative, executive, and judicial appropriation act, approved July 31, 1894, is amended by adding at the end thereof a new sentence to read as follows: 'Retired en-

listed men of the Army, Navy, Marine Corps, or Coast Guard retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section be construed to hold or to have held an office during such retirement.' "

24–54

Oath not required.—An officer placed on the retired list by special act of Congress is entitled to pay from the date of approval by the President; therefore no oath and acceptance is necessary in his case. (See Comp. Dec. A. D. 6951, August 11, 1922.)

RETIRED OFFICERS ON ACTIVE DUTY

24–55

Promotion.—" * * * Active duty performed after June 30, 1922, by an officer on the retired list or its equivalent, shall not entitle such officer to promotion. * * * " (Act of June 10, 1922.)

24–56

(1) *Pay.*—" * * * Retired officers of the * * * Marine Corps * * * below the grade of brigadier general * * * and retired warrant officers * * * shall, when on active duty, receive full pay and allowances, and when on active-duty status, shall have the same pay and allowance rights while on leave of absence or sick as officers on the active list, and if death occurs when on active-duty status, while on leave of absence or sick, their dependents shall not thereby be deprived of the benefits provided * * * in the act of June 4, 1920." (Sec. 17, act of June 10, 1922, as amended May 26, 1928.) (C. M. C. M. 4.)

(2) All retired officers of the rank of colonel or below, and warrant officers are entitled, when recalled to active duty at any time, to "full pay." "Full pay" is the pay prescribed by the act of June 10, 1922, whether retired prior to or after June 30, 1922.

(3) The act of June 10, 1922, makes no provision for the pay of retired officers of the rank of brigadier general and above, when on active duty, and therefore such officers are only entitled to retired pay, without any allowances, when on active duty.

(4) Under the terms of sections 5 and 6 all officers below the rank of brigadier general, when recalled to active duty, are entitled to the allowances of their pay period.

(5) The limitation of pay and total pay and allowances mentioned in sections 1 and 7 of the act of June 10, 1922, apply equally to those officers on the retired list when on active duty. (2 Comp. Gen. Decs. 139 and 153.)

24–57

(1) *Accounts.*—Retired officers when assigned to active duty will furnish the Paymaster with two certified copies of their orders with all indorsements (showing date of receipt, date of departure from domicile, and date of reporting for duty) in order that their accounts may be transferred to the disbursing officer who is to make settlement with them while on active duty. They will also furnish the disbursing officer who is to pay them while on active duty with two certified copies of their orders (with all indorsements) for use in connection with payment of active-duty pay and mileage.

(2) The accounts of retired officers on active duty will be submitted on the prescribed vouchers, and settlements will be made by the paymaster carrying the accounts of other officers at the station where they are serving as in the case of officers on the active list.

24–58

(1) *When entitled to pay.*—The active-duty pay of a retired officer on duty as a member of a general court-martial continues to and including the date such officer receives notice from proper authority of the dissolution of the court-martial. (Bu. Memo. 64, p. 115; Comp. Dec. June 9, 1906.)

(2) Active pay ceases on date of actual relief from detail. The travel home is performed after termination of active duty. (P. M. G., Army, July 5, 1907, 62591.)

(3) The date from which a retired officer of the Navy ordered to active duty is entitled to active-duty pay is the date the officer left his home to comply with said orders and not the date the orders were received. (26 Comp. Dec. 308, October 24, 1919.)

Wholly Retired

24–59

(1) Officers wholly retired from the service shall be entitled to receive, upon their retirement, one year's pay and allowances of the highest rank held by them, whether by staff or regimental commission, at the time of their retirement. (1275 R. S.)

(2) Neither commutation of quarters nor foreign service increase is included in the year's pay allowed by law. (7 Comp. Dec. 598, April 3, 1901; 8 Comp. Dec. 737, April 21, 1902.)

(3) The accounts of marine officers who are wholly retired should be transferred to the Paymaster for final settlement.

DISMISSAL OF OFFICERS

24–60

(1) Officers dismissed will be paid including the date they received official notice of dismissal unless another date is specified as the one from which it shall take effect. The proper pay officer shall be notified by the officer under whom the dismissed officer is serving of such final date. (See R. 1797.)

(2) Where an officer of the Marine Corps at date of dismissal from the service was indebted to a bachelors' mess it was held that pay due said officer at date of dismissal could not be paid to the treasurer of the mess to satisfy said indebtedness. (18 Comp. Dec. 991, June 17, 1912.)

(3) Where a sentence of court-martial passed upon an officer involves dismissal from the service but no forfeiture of pay, and there has been no absence without authority or on account of the officer's own misconduct, pay is due to the date the officer is chargeable with receipt of notice of dismissal and for any period subsequent thereto the officer is held to service under orders issued by competent authority. (27 Comp. Dec. 13, July 7, 1920.)

CHAPTER 25

PAY OF ENLISTED MEN

GENERAL PROVISIONS

25–1

(1) *Act of June 10, 1922.*—"* * * That commencing July 1, 1922, the monthly base pay of * * * enlisted men of the * * * Marine Corps shall be as follows: * * * enlisted men of the first grade, $126; enlisted men of the second grade, $84; enlisted men of the third grade, $72; enlisted men of the fourth grade, $54; enlisted men of the fifth grade, $42; enlisted men of the sixth grade, $30; enlisted men of the seventh grade, $21; and the pay for specialists' ratings shall be as follows: first class, $30; second class, $25; third class, $20; fourth class, $15; fifth class, $6; sixth class, $3. * * *

(2) "* * * Nothing contained in this act shall operate to reduce the total of the pay and allowances which any enlisted man of the * * * Marine Corps * * * is now receiving during his current enlistment and while he holds his present grade or rating. * * *"

(3) *Monthly rates of pay of enlisted men of the Marine Corps, effective July 1, 1922*

[Act of June 10, 1922]

	Less than 4 years' service	Over 4 years' service	Over 8 years' service	Over 12 years' service	Over 16 years' service	Over 20 years' service
First grade:						
Sergeant major	$126.00	$132.30	$138.60	$144.90	$151.20	$157.50
Quartermaster sergeant MT&FM						
Second grade:						
First sergeant	84.00	88.20	92.40	96.60	100.80	105.00
Gunnery sergeant Sup. Sgt						
Drum major						
Third grade: Staff sergeant	72.00	75.60	79.20	82.80	86.40	90.00
Fourth grade: Sergeant	54.00	56.70	59.40	62.10	64.80	67.50
Fifth grade: Corporal	42.00	44.10	46.20	48.30	50.40	52.50
Sixth grade: Private, first class	30.00	31.50	33.00	34.50	36.00	37.50
Seventh grade:						
Private	21.00	22.05	23.10	24.15	25.20	26.25
Drummer						
Trumpeter						

25–2

(1) *Additional pay per month.*—An enlisted man of the sixth or seventh grade when rated as:

Specialist, first class	$30
Specialist, second class	25
Specialist, third class	20
Specialist, fourth class	15
Specialist, fifth class	6
Specialist, sixth class	3

(2) *Quarters and subsistence allowance.*—Enlisted men not furnished quarters or rations in kind are entitled to an allowance for quarters and subsistence not exceeding $4 per day under regulations to be prescribed by the President.

(3) *An enlistment allowance* equal to $50, multiplied by the number of years served in the enlistment period from which he has last been discharged, shall be paid to every honorably discharged enlisted man of the first three grades who reenlists within a period of three months from the date of his discharge, and an enlistment allowance of $25, multiplied by the number of years in the enlistment period from which he has last been discharged, shall be paid to every honorably discharged enlisted man of the other grades who reenlists within a period of three months from the date of his discharge.

25–3

(1) The following forms and monthly amounts of additional pay are authorized:

Cook, first class	$10
Cook, second class	8
Cook, third class	7
Cook, fourth class	5
Messman	5
Gun pointers:	
First class	5
Gun director pointers, first class	5
Second class	4
Gun director pointers, second class	4
Gun captains:	
First class	5
Second class (nonrated men)	3
Second class (rated men)	2
Gun range-finder operators	5
Expert riflemen	5
Sharpshooters	3
~~Marksmen~~ Distinguished flying cross	2

Navy mail clerks and assistant Navy mail clerks, same rates as Navy. (See art. 25–60.)

Medal of honor, Army and Navy	$2
Distinguished-service cross, Army	2
Distinguished-service medal, Army and Navy	2
Navy cross	2
Bars or other suitable emblems or insignia in lieu of medal of honor, etc., each	2

(2) One-fourth additional pay for retention beyond expiration of enlistment under provisions of section 1422, Revised Statutes.

25–4

(1) *Longevity pay.*—Service in any of the services mentioned in the title of the act of June 10, 1922, is to be counted for computing increased pay for length of service after July 1, 1922, in the Marine Corps.

(2) A marine absent without authority or in a nonpay status, as described in the statutes, is not serving within the meaning of the law authorizing increased pay for length of service; he is required to make up time so lost before becoming entitled to increase pay for length of service.

(3) All service to be counted, including time served to make up time lost; the time lost, however, is not to be counted in computing increased pay for length of service under the act of June 10, 1922.

25–5

Captured by enemy.—An enlisted man "captured by the enemy" shall be entitled to receive during his captivity, notwithstanding the expiration of his term of service, the same pay and allowances to which he may be entitled while in the actual service of the United States. (1288 R. S.)

25–6

(1) *In hands of civil authorities.*—Pay and allowances due a soldier at date he was withdrawn from service by civil authorities can not be disallowed because of conviction of crime by such authority. (2 Comp. Dec. March 17, 1879; 9 Comp. Dec. 249, December 12, 1902.)

(2) A soldier arrested and convicted by civil authorities while on furlough is entitled to pay until expiration of said furlough. (9 Comp. Dec. 253, December 12, 1902.)

(3) An enlisted man arrested by civil authorities, admitted to bail, and his trial indefinitely postponed, it being apparently not the intention of the authorities to prosecute the case, is entitled to pay from the date of his arrest. (10 Comp. Dec. 490, December 22, 1903.)

25–7

The date from which an enlisted man is entitled to pay is the date of the final act which completes the enlistment contract and changes his status from that of a civilian to that of a soldier. Said final act is almost invariably the taking of the oath of allegiance. (17 Comp. Dec. 656 and 18 Comp. Dec. 103, overruled; 19 Comp. Dec. 367, December 18, 1912.)

25–8

Prisoners of war.—While held as prisoners of war by an enemy nation, commissioned officers and enlisted men of the Regular Army, National Army, National Guard, and commissioned officers of the Officers' Reserve Corps and enlisted men of the Enlisted Reserve Corps are entitled to the same pay to which they may be entitled while in the active service of the United States.

25–9

Missing in action.—When reported as "missing in action," the pay of officers and enlisted men should be withheld until their status can be definitely ascertained; in case no information establishing such status can be obtained individual cases should be considered on their merits and determined upon the evidence obtainable. (25 Comp. Dec. 34, July 16, 1918.)

25–10

Detention in hospital.—The period of detention beyond the expiration of the term of service of an enlisted man of the Navy, undergoing treatment in a hospital, is to be considered as for the convenience of the Government and the enlisted man is entitled to pay to and including the date of his actual discharge. (26 Comp. Dec. 128, modified; 26 Comp. Dec. 447, December 4, 1919.)

25–11

Release before formal discharge.—Where actions of an enlisted man released from active duty in the Marine Corps without a formal discharge are such as to clearly indicate that he considered himself under no further obligation to render service under his contract of enlistment, such as the acceptance of civilian employment incompatible with military service, no pay accrues subsequent to the release, the formal discharge at a later date to be considered as granted for the purpose of an actual record or evidence of the release previously given and retroactive from the date of release. (27 Comp. Dec. 784, March 9, 1921.)

25–12

Absence due to disease.—Under the act of April 27, 1914 (38 Stat. 353), an enlisted man in the Army is not entitled to pay while absent from duty on account of disease resulting from misconduct, whether such disease was contracted before or after enlistment or whether he entered the service by voluntary enlistment or through draft under the selective service act. (19 Comp. Dec. 483, overruled; 2 Comp. Gen. Dec. 84, August 7, 1922.)

PAY, ONE-FOURTH ADDITIONAL, OF ENLISTED MEN DETAINED AT EXPIRATION OF ENLISTMENT

25–13

(1) "That it shall be the duty of the commanding officer of any fleet, squadron, or vessel acting singly, when on service, to send to an Atlantic or to a Pacific port of the United States, as their enlistment may have occurred on either the Atlantic or Pacific coast of the United States in some public or other vessel, all petty officers and persons of inferior ratings desiring to go there at the expiration of their terms of enlistment, or as soon thereafter as may be, unless, in his opinion, the detention of such persons for a longer period should be essential to the public interest, in which case he may detain them, or any of them, until the vessel to which they belong shall return to such Atlantic or Pacific port * * *; and that all persons who shall be so detained beyond their terms of enlistment or who shall, after the termination of their enlistment, voluntarily reenter to serve until the return to an Atlantic or Pacific port of the vessel to which they belong, and their regular discharge therefrom, shall receive for the time during which they are so detained, or shall so serve beyond their original terms of enlistment, an addition of one-fourth of their former pay. * * *" (1422 R. S.)

(2) "All petty officers and persons of inferior ratings who are detained beyond the terms of service, according to the provisions of section fourteen hundred and twenty-two, or who, after the termination of their service, voluntarily reenter, to serve until the return to an Atlantic port of the vessel to which they belong, and until their regular discharge therefrom, shall, for the time during which they are so detained or so serve beyond their original service, receive an addition of one-fourth of their former pay." (1572 R. S.)

(3) Enlisted men of the Marine Corps detained in the service under section 1422, Revised Statutes, are entitled to one-fourth additional pay under the same conditions as enlisted men of the Navy. (5 Comp. Dec. 524, February 28, 1899; Comp. Dec. February 24, 1905, Bu. Memo. 48, p. 492.)

(4) Enlisted men afloat detained beyond their regular term of enlistment under the provisions of section 1422 of the Revised Statutes shall receive for the time during which detained an addition of one-fourth of their former pay, computed on the total pay which they are entitled to receive; but if an enlisted man be retained in the service after the expiration of his enlistment at *his own request*, he is not entitled to the one-fourth additional pay. In order to sustain a charge for such additional payment, the pay officer must produce a certificate from the commanding officer that the person to whom such additional compensation has been allowed did reenlist as aforesaid or was detained by such commanding officer under the provisions of the said section.

(5) The one-fourth additional pay provided by section 1422, Revised Statutes, for enlisted men of the Navy detained in the service beyond the term of their enlistment should be computed upon the basis of the total pay, extra as

well as regular, which they would otherwise have received. (11 Comp. Dec. 575, March 30, 1905.)

(6) Where the enlistment of an enlisted man of the Navy expires while the vessel on which he is serving is making a voyage and he is permitted at his own request to remain on the vessel until it returns to the United States, he is not detained in the service within the meaning of section 1422 of the Revised Statutes and is not entitled to one-fourth additional pay thereunder. (15 Comp. Dec. 883, June 28, 1909.)

(7) "On date of expiration of enlistment an enlisted man of the Navy was serving in foreign waters and temporarily detained from disability incurred in line of duty and continued on ship from such date, January 26, 1912, to February 15, 1912, when he reenlisted thereon for a full term: *Held*, That for period intervening between expiration of enlistment and reenlistment he may be paid one-fourth additional pay if commanding officer shall certify that he detailed him therefor as 'essential for the public interests,' under section 1422, Revised Statutes." (18 Comp. Dec. 724, March 22, 1912.)

(8) An enlisted man in the Navy detained in the service for five days after expiration of enlistment period while on board an Army transport en route from Cavite, P. I., to San Francisco, Calif., for discharge is not entitled to one-quarter additional pay provided by section 1422, Revised Statutes, as amended by act of March 3, 1875 (18 Stat. 484). (20 Comp. Dec. 37, July 22, 1913.)

(9) "The one-fourth additional pay authorized by law (1422 R. S.) for enlisted men detained in the service is not for those who are sent home at the expiration of their term of enlistment, or as soon thereafter as may be, for discharge, unless they have been detained *as essential to the public interests, as shown by the certificates of their commanding officers.* In the case of men discharged on a *receiving ship*, the commanding officer of the *receiving ship* is the proper officer to make the certificate to authorize the additional pay." (Bu. Memo. 154, p. 2924; Comp Dec., December 26, 1913.)

(10) "An enlisted man of the Navy whose enlistment expires while the ship on which he is serving is in foreign waters and who is sent home as soon as practicable, is not entitled to one-fourth additional pay even though he is required to perform duty on the vessel while en route to the United States." (Bu. Memo. 174, p. 3762; Comp. Dec. August 18, 1915.)

(11) An enlisted man of the Navy otherwise entitled to the additional pay authorized in section 1422, Revised Statutes, for such enlisted men detained in service, under certain conditions, after the expiration of their terms of enlistment, does not lose his right to such pay by reason of the fact that, upon the date of expiration of his term of enlistment, he was under treatment in a naval hospital. (23 Comp. Dec. 370, January 6, 1917.)

(12) An enlisted man of the Navy whose term of enlistment expired during the time the vessel on which he was serving was interned in a foreign port, his detention in the service thereby becoming necessary until such time as it was possible to return him to the United States, is not entitled to the one-fourth additional pay for detention beyond enlistment authorized by section

1422, Revised Statutes, as amended by the act of March 3, 1875 (18 Stat. 484). (26 Comp. Dec. 128, August 14, 1919.)

(13) Where an enlisted man of the Navy is detained in the service beyond his term of enlistment and right to one-fourth additional pay under section 1422, Revised Statutes, accrues, as evidenced by certificate of his commanding officer that the detention is essential to the public interest, payment of the one-fourth additional pay is authorized during the entire period of detention and until final discharge, regardless of change in duty status unless due to some fault for which the enlisted man is responsible. (26 Comp. Dec. 1050, June 19, 1920.)

(14) The one-fourth additional pay authorized by section 1422, Revised Statutes, as amended by act of March 3, 1875 (18 Stat. 484), to enlisted men of the Navy when detained beyond the period of their enlistment under conditions specified in the act, is not a "transient addition" to their pay, and the provision therefor is accordingly not repealed by section 10 of the act of June 10, 1922 (42 Stat. 630). (2 Comp. Gen. Dec. 177, September 1, 1922.)

(15) The retention of an enlisted man in the service beyond the expiration of his enlistment, due to an erroneous entry in his service record, is not a retention which will authorize the payment of one-fourth additional pay provided by section 1422, Revised Statutes, as amended by act of March 3, 1875 (18 Stat. 484). (Comp. Gen. Dec. 3344, December 4, 1922; Bu. Memo. 245, p. 6976.)

MARINE BAND

25–14

(1) "That the band of the United States Marine Corps shall consist of one leader whose pay and allowances shall be those of captain in the Marine Corps; one second leader whose pay shall be $200 per month and who shall have the allowances of a sergeant major; ten principal musicians whose pay shall be $150 per month; twenty-five first-class musicians whose pay shall be $125 per month; twenty second-class musicians whose pay shall be $100 per month; and ten third-class musicians whose pay shall be $85 per month; such musicians of the band to have the allowances of a sergeant: *Provided*, That the second leader and musicians of the band shall receive the same increases for length of service and the same enlistment allowance or gratuity for reenlisting as is now or may hereafter be provided for other enlisted men of the Marine Corps: *Provided further*, That the pay authorized herein for the second leader and the musicians of the band shall be effective from July 1, 1922, and shall apply in computing the pay of former members of the band now on the retired list and who have been retired since June 30, 1922: *Provided further*, That in the event of promotion of the second leader, or a musician of the band to leader of the band, all service as such second leader, or as such musician of the band, or both, shall be counted in computing longevity increase in pay: *And provided further*, That hereafter during concert tours approved by the President, members of the Marine Band shall suffer no loss of allowances." (Act of March 4, 1925.)

(2) The leader of the Marine Band is entitled to the pay and allowances of the third pay period provided in section 1 of the act of June 10, 1922, regardless of length of service. (Comp. Gen. Dec. May 13, 1925.)

(3) In the computation of longevity pay of the second leader and musicians of the Marine Band, any and all service that may be counted by other enlisted men of the Marine Corps, as well as service in the Marine Band, should be counted. (Comp. Gen. Dec. May 13, 1925.)

(4) Upon reenlistment, the second leader of the band is entitled to the enlistment allowance provided for the first three pay grades of the regular Marine Corps, and the musicians of the band are entitled, upon reenlistment, to the enlistment allowance provided for the fourth, fifth, sixth, and seventh grades of the regular Marine Corps. (Comp. Gen. Dec. May 13, 1925.)

(5) In the event of the promotion of the second leader or a musician of the band to leader of the band, he would be entitled to count for longevity purposes as leader of the band, all service theretofore counted for longevity purposes as a member of the band, but such service can not be used to place him in any other pay period than that provided for the leader of the band, i. e., the third. (Comp. Gen. Dec. May 13, 1925.)

(6) "That the provisions of section 11 of the act of March 4, 1925, an act providing for sundry matters affecting the naval service, establishing the pay and allowances authorized for the second leader and the musicians of the band of the United States Marine Corps, shall apply in computing the pay of all former members of the band now on the retired list, including those former members transferred to the Fleet Marine Corps Reserve and who are now on the active and retired list of the Fleet Marine Corps Reserve." (Act of May 19, 1926.) (C. M. C. M. 4.)

(7) Rescinded. (C. M. C. M. 4.)

(8) "The musicians of the Marine Band shall be entitled to receive $4 a month each, in addition to their pay as noncommissioned officers, musicians, or privates of the Marine Corps, so long as they shall perform, by order of the Secretary of the Navy or other superior officer, on the Capitol grounds or the President's grounds." (1613 R. S.)

Other Marine Corps Bands

25–15

Enlisted men of the grades of drummer, trumpeter, private first class, and private, who are assigned to duty as musicians with Marine Corps bands, except the Marine Band, will be given ratings as musicians, first, second, or third class with extra monthly pay as specialists effective July 1, 1922, in accordance with the provisions of the act of June 10, 1922. (See art. 1–36.)

Discharges and Final Settlements

25–21

Statement closing account.—Immediately a man is recommended for discharge a statement closing account for settlement (N. M. C. 90) should, ~~except~~

~~where the man is carried by a naval paymaster~~, be submitted by the officer keeping the pay rolls to the proper paymaster of the corps, in which statement there should be credited or debited the amount then due or overdrawn on account of clothing. A settlement of the clothing account on N. M. C. 146, certified by the post quartermaster or other officer keeping the clothing account, supporting this sum must accompany N. M. C. 90. Where accounts of marines on sea or shore duty are carried by naval pay officers, N. M. C. 90 and N. M. C. 146 (original copy), prepared as above indicated but extended to include the date of discharge, should be furnished such pay officers, together with a copy of the order authorizing or directing the discharge.

25–22

(1) ***Discharge, medical survey.***—When closing accounts for settlement on Form N. M. C. 90 for discharge "upon report of medical survey for disability," the form will contain, in brackets immediately after the cause for discharge, a notation as to whether or not the disease or injury was due to the man's own misconduct.

(2) The entry in the man's service-record book will also show whether or not the disease or injury was the result of his own misconduct.

25–23

Causes for discharge.—The account of a man recommended for discharge will be extended on the pay roll (should the month expire prior to discharge), but in no case will payment to him be made before final settlement.

25–24

Recommendations for discharge should be noted on N. M. C. 90 under "Remarks" as follows: "Recommended ———, 19—, for discharge for cause above stated." The cause for discharge should be fully stated in the space provided therefor, e. g., "Expiration of enlistment," "Report of medical survey, disease, or injury due (or not due) to own misconduct," "Recommendation of commanding officer, as undesirable, for inaptitude," "Upon settlement of accounts," etc.

25–25

Special details.—Where the balances include extra compensation for special details (such as cooks, messmen, etc.), a notation should be made under "Remarks" showing the date to which the detail will continue, e. g., "The detail as ——— will continue until date of discharge (or until ———)."

25–26

Service record.—On the reverse of the form in spaces provided should be shown the complete service record of the man (including arm of service for each enlistment), all absences without leave or ~~on account of intemperance~~;

under Navy Dept. G.O. 155

etc., and the number and date of orders evidencing qualifications as marksmen, sharpshooters, or expert riflemen, distinguished-service cross, distinguished-service medal, Navy cross, distinguished flying cross, and medal of honor (or bar or other suitable device, emblem, or insignia issued in lieu thereof), with the dates of distinguished acts or services and dates of awards.

25–27

Date and place of acceptance.—Entries on Form N. M. C. 90 of date and place of acceptance should be made direct from the service-record book to insure accuracy, and where men enlisted at barracks the fact will be stated. After the transmittal of the staff returns to the Major General Commandant for discharge, the place of duty of the man should not be changed except in cases of emergency, such cases being immediately reported by telegraph to the Major General Commandant, and the pay officer carrying the account notified.

25–28

Indebtedness to post exchange.—Checkages for indebtedness to a duly authorized post exchange may be made against an enlisted man on discharge only after all indebtedness to the United States has been settled and checkages for absence without leave, etc., have been made; but no checkage on account of a post exchange should be made on discharge against a man's travel allowance or where the same would result in an overpayment. Personal collections of amounts due the exchange of the command where the discharge is effected should invariably be made from the men in cash by the post exchange officer at the time of final settlement; but where the men have joined by transfer just prior to discharge and are in debt to other exchanges as shown by their service-record books, the amount thereof, together with the name of the exchange to which the money is due, must be noted on Form N. M. C. 90, statement closing account for settlement, for collection through the proper paymaster. The acknowledgment of the man's indebtedness to the particular exchange should be procured in such cases in the form of chits or other evidence of indebtedness and should accompany Form N. M. C. 90 when transmitted to the paymaster.

25–29

A copy of the order authorizing or directing the discharge or furlough should be furnished in the following cases:

- (*a*) Furlough for the remainder of enlistment, in lieu of discharge by purchase.
- (*b*) Discharge upon recommendation of medical survey.
- (*c*) Reenlisted marines discharged for any cause except upon expiration of enlistment.
- (*d*) Special order of the Major General Commandant, for his own convenience.
- (*e*) Undesirable.

25–30

Mileage.—The amount of ~~mileage~~ travel allowance to be paid on final settlement in cases of men entitled to travel allowance on discharge should be determined by the paymaster concerned, upon the data contained in Form N. M. C. 90.

25–31

(1) *Retained in service.*—When, from the situation of his company or the nature of the service, a soldier can not receive his discharge when his time expires, and is from necessity retained in service, he is to be paid up to the time of his actual discharge. (Digest, Second Comp., sec. 1290, ed. 1869.) The final statements must show cause of retention.

(2) A soldier detained in service after expiration of enlistment for trial for offense committed prior to such expiration is entitled to pay to the date of actual discharge (subject to all proper stoppages) though held awaiting trial and finally convicted. (Vol. 2, Digest, Second Comp., sec. 833, May 24, 1882.)

25–32

Receipt of discharge.—"An enlisted man remains in service until receipt of his discharge, or until such action is taken as will render him legally chargeable with notice thereof, notwithstanding the expiration of his term of enlistment during absence on furlough granted at his own request." (2 Comp. Dec. 94, August 31, 1895.)

25–33

A soldier convicted by civil authorities, then pardoned and returned to military authorities, is entitled to pay to date of discharge less the time absent in the hands of civil authorities, and to allowances, including travel pay. (Comp. Dec., December 15, 1902; P. M. G. 33840.)

25–34

Retained in insane hospital.—An enlisted man was sentenced to confinement for two years with loss of pay and then to be dishonorably discharged, and was held at the insane hospital for some time after expiration of the two years. He is entitled to pay from date of expiration of term of confinement to date of discharge, his term of enlistment not having expired. (13 Comp. Dec. 409, December 19, 1906.)

25–35

"A soldier held as a court-martial prisoner awaiting dishonorable discharge is not entitled to pay and allowances between expiration of enlistment and date of dishonorable discharge." (14 Comp. Dec. 22, July 17, 1907.)

25–36

A soldier discharged without honor on account of imprisonment under sentence of civil court is not entitled to pay or allowances after date of arrest or to travel pay. (14 Comp. Dec. 116, August 31, 1907.)

DISCHARGE GRATUITY

25–37

(1) "That hereafter persons discharged from the naval service by dishonorable discharge, bad-conduct discharge, or any other discharge for the good of the service, may, upon discharge, be paid a sum not to exceed $25: *Provided*, That the said sum shall be fixed by, and in the discretion of, the Secretary of the Navy, and shall be paid only in cases where the person so discharged would otherwise be without funds to meet his immediate needs." (Act of March 4, 1925, 43 Stat. 1274.)

(2) The payment of this gratuity will be directed by commanding officers in the cases indicated in the succeeding paragraph where the man otherwise would be without funds to meet his immediate needs. When so directed, the gratuity will be paid in such sum as will total $25 when added to the funds due or otherwise available to the man (such as accrued pay, personal funds, etc., but exclusive of any amounts credited as travel allowance or cash advanced for subsistence and transfers incident to transportation in kind). (Comp. Gen. Dec. July 9, 1925.)

(3) The authorized gratuity will be paid when the discharge is:

A. By sentence of a summary or general court-martial involving bad-conduct discharge or dishonorable discharge not involving confinement.

B. "For the good of the service" as follows:
  (1) For inaptitude or unfitness.
  (2) As a result of approved report of a board of medical survey for physical or mental disability, the result of own misconduct.
  (3) As undesirable, by reason of—
    (*a*) Desertion, without trial, when discharge is at man's station.
    (*b*) Habits or traits of character.
    (*c*) Conviction by a civil court, when discharge is at man's station.
    (*d*) Underage enlistment, not upon request of parent or guardian.
    (*e*) Other cases of discharge "for the good of the service" when so directed by the Major General Commandant.

(4) Commanding officers, in directing payment of the gratuity to men discharged under the preceding paragraph, should exercise care and not direct the payment in the cases of men who are shown to be "repeaters," who have surrendered under conditions indicating return to service for the purpose of getting subsistence, lodging, or the payment of the gratuity, or who, in the judgment of the commanding officer, will not use the funds for the purpose

25–30

Mileage.—The amount of mileage to be paid on final settlement in cases of men entitled to travel allowance on discharge should be determined by the paymaster concerned, upon the data contained in Form N. M. C. 90.

25–31

(1) *Retained in service.*—When, from the situation of his company or the nature of the service, a soldier can not receive his discharge when his time expires, and is from necessity retained in service, he is to be paid up to the time of his actual discharge. (Digest, Second Comp., sec. 1290, ed. 1869.) The final statements must show cause of retention.

(2) A soldier detained in service after expiration of enlistment for trial for offense committed prior to such expiration is entitled to pay to the date of actual discharge (subject to all proper stoppages) though held awaiting trial and finally convicted. (Vol. 2, Digest, Second Comp., sec. 833, May 24, 1882.)

25–32

Receipt of discharge.—"An enlisted man remains in service until receipt of his discharge, or until such action is taken as will render him legally chargeable with notice thereof, notwithstanding the expiration of his term of enlistment during absence on furlough granted at his own request." (2 Comp. Dec. 94, August 31, 1895.)

25–33

A soldier convicted by civil authorities, then pardoned and returned to military authorities, is entitled to pay to date of discharge less the time absent in the hands of civil authorities, and to allowances, including travel pay. (Comp. Dec., December 15, 1902; P. M. G. 33840.)

25–34

Retained in insane hospital.—An enlisted man was sentenced to confinement for two years with loss of pay and then to be dishonorably discharged, and was held at the insane hospital for some time after expiration of the two years. He is entitled to pay from date of expiration of term of confinement to date of discharge, his term of enlistment not having expired. (13 Comp. Dec. 409, December 19, 1906.)

25–35

"A soldier held as a court-martial prisoner awaiting dishonorable discharge is not entitled to pay and allowances between expiration of enlistment and date of dishonorable discharge." (14 Comp. Dec. 22, July 17, 1907.)

25–36

A soldier discharged without honor on account of imprisonment under sentence of civil court is not entitled to pay or allowances after date of arrest or to travel pay. (14 Comp. Dec. 116, August 31, 1907.)

DISCHARGE GRATUITY

25–37

(1) "That hereafter persons discharged from the naval service by dishonorable discharge, bad-conduct discharge, or any other discharge for the good of the service, may, upon discharge, be paid a sum not to exceed $25: *Provided*, That the said sum shall be fixed by, and in the discretion of, the Secretary of the Navy, and shall be paid only in cases where the person so discharged would otherwise be without funds to meet his immediate needs." (Act of March 4, 1925, 43 Stat. 1274.)

(2) The payment of this gratuity will be directed by commanding officers in the cases indicated in the succeeding paragraph where the man otherwise would be without funds to meet his immediate needs. When so directed, the gratuity will be paid in such sum as will total $25 when added to the funds due or otherwise available to the man (such as accrued pay, personal funds, etc., but exclusive of any amounts credited as travel allowance or cash advanced for subsistence and transfer incident to transportation in kind). (Comp. Gen. Dec. July 9, 1925.)

(3) The authorized gratuity will be paid when the discharge is:

A. By sentence of a summary or general court-martial involving bad-conduct discharge or dishonorable discharge not involving confinement in a naval prison when discharged. (C. M. C. M. 3.)

B. "For the good of the service" as follows:
  - (1) For inaptitude or unfitness.
  - (2) As a result of approved report of a board of medical survey for physical or mental disability, the result of own misconduct.
  - (3) As undesirable, by reason of—
    - (*a*) Desertion, without trial, when discharge is at man' station, except where the deserter is apprehended or returns to naval jurisdiction after the expiration of his enlistment and is thereupon discharged on account of the desertion, whether without trial or in accordance with sentence of a court-martial. (See 7 Comp. Gen. 523.) (C. M. C. M. 3.)
    - (*b*) Habits or traits of character.
    - (*c*) Conviction by a civil court, when discharge is at man's station.
    - (*d*) Underage enlistment, not upon request of parent or guardian.
    - (*e*) Other cases of discharge "for the good of the service" when so directed by the Major General Commandant.

(4) Commanding officers, in directing payment of the gratuity to men discharged under the preceding paragraph, should exercise care and not direct the payment in the cases of men who are shown to be "repeaters," who have surrendered under conditions indicating return to service for the purpose of getting subsistence, lodging, or the payment of the gratuity, or who, in the judgment of the commanding officer, will not use the funds for the purpose

provided; viz., to enable them to proceed to their homes or supply their needs while securing employment. In no case should the payment be made to a man not under military control at time of discharge.

(5) Payment or nonpayment of the gratuity shall be directed on Form N. M. C. 90 "Statement closing account for settlement," by adding to the other data contained on this form the following notation, using space under "Remarks":

"Payment of gratuity, act March 4, 1925, ~~directed~~." not directed.

(6) The gratuity in the amount found necessary will be credited on the final settlement of the man prior to discharge and transcripted in the miscellaneous credit column, under the caption:

"Dis. Grat. Pay M. C."

(7) The conditions governing the amount of the gratuity credited will be noted on the reverse side of Form N. M. C. 90, showing the amount, if any, of funds available to the man, viz.:

[Specimen A]

Due at discharge	$12.15
Personal funds	None.
Gratuity credited	12.85
	25.00

[Specimen B]

Due at discharge	None.
Personal funds	$15.00
Gratuity credited	10.00
	25.00

(8) Chapter VI of the Manual for the Government of United States Naval Prisons as revised covers the payment of gratuity payable upon discharge to court-martial prisoners undergoing confinement.

FINAL SETTLEMENTS

25–38

(1) *When a man is recommended for discharge* and his accounts are submitted by his commanding officer, the Major General Commandant will send to the paymaster having the man's accounts a copy of the order sent to the commanding officer authorizing or directing the discharge. (No copy of the order for discharge is necessary, however, in the case of men discharged by sentence of court-martial who are serving in their first enlistments.)

(2) Upon receipt of the copy of the order for discharge, the paymaster should make final settlement, including therein, in addition to the credit or debit for undrawn or overdrawn clothing theretofore certified by the post quartermaster or officer keeping the clothing account, the additional amount according to the prescribed scale of allowance for clothing due to the date of discharge, such date to be determined by the paymaster according to the time necessary to allow for the receipt of the final settlement and check (if

any) at the place of discharge. The officer delivering the discharge should, in all cases, enter therein the amount paid.

(3) Pay and clothing accounts of men to be discharged upon expiration of enlistment, made out to include the day of discharge, should be forwarded to the proper paymaster at such time prior to the expiration of such enlistment as will enable the paymaster to make out and return final statements. The paymaster should make out the final statement and forward it with check, without further notification, to the man's commanding officer in time to reach him prior to the expiration of his enlistment.

(4) Two copies of Form N. M. C. 423, Final settlement on discharge or retirement, should be prepared by the paymaster making the settlement and forwarded to the commanding officer, the original and check under one cover, the duplicate under separate cover. Commanding officers should make careful examination of the accounts shown on this form prior to delivery of discharge, and make collections to cover all proper checkage not deducted thereon. Notations of such collections and reasons therefor should be indorsed on both copies of the form.

(5) Upon discharge, the original of the final settlement voucher should be returned by indorsement to the paymaster making the settlement. Such indorsement should show the actual date and place of discharge, the amount collected, if any, and the disposition made of same. Money collected should be forwarded by check or deposited to the credit of the officer signing the discharge check in an authorized depository.

(6) The memorandum copy of the voucher should be completed appropriately by the commanding officer's indorsement, and delivered to the marine upon discharge.

(7) The tender of transportation and subsistence for sea travel on discharge is made at the instance of the paymaster making the final settlement, through the commanding officer of the post, and, whether accepted or declined, proper note should be made by such commanding officer in the space provided.

(8) The check and final statement of any enlisted man due for discharge will be delivered by the commissioned officer having custody of the man's accounts, and, if the discharge certificate is signed and delivered by an officer other than himself, he will advise that officer of the amount paid on discharge in order that the discharge certificate may be indorsed accordingly.

(9) The indorsement on final statement (original and memorandum) will be signed by the officer who delivers the check and copy of final statement to the man. Extreme care will be taken by the officer signing the indorsement to see that the information contained therein is correct.

(10) The following notation will be stamped across the face of the marine's memorandum copy of final statement at the time of its preparation, viz:

Reenlistment must be on or before ____________________ (Give date) or enlistment allowance will be forfeited.

FRAUDULENT ENLISTMENT

25–42

(1) A fraudulent enlistment is an enlistment procured by means of a willful misrepresentation in regard to a qualification or disqualification for enlistment or by an intentional concealment of a disqualification, which misrepresentation or concealment has had the effect of causing the enlistment of a man who, but for such false representation or concealment, would otherwise have been rejected. (C. M. C. M. 1.)

(2) "A fraudulent contract of enlistment is not void but voidable only at the option of the Government. The Government on becoming cognizant of the fraud, may void the contract, or waive the objection and allow it to stand, in which latter case the accepted service is as legal as that of any other soldier. Where the fraudulent character of an enlistment contract did not become known until after a part of it had been executed, Held, that while the same, as to its unexecuted portion might legally then be voided and terminated, yet, as to the part, executed, it was a valid contract." (Digest J. A. G., Army, 1901, 1415; 12 Comp. 326, November 25, 1905; 12 Comp. 445, February 6, 1906. M/S Comp. Gen. January 14, 1922; Bu. Memo. 234, p. 5949.) (C. M. C. M. 1.)

(3) "As the contract between the United States and an enlisted man of the Navy who had deserted and fraudulently reenlisted is merely voidable and not void, a disbursing officer is entitled to credit for proper payments made thereunder without knowledge of the fraud and prior to the rescission of the contract by the Government." (11 Comp. 710, May 31, 1905.) (C. M. C. M. 1.)

(4) "When an enlisted man of the Navy deserts and fraudulently enlists in the Marine Corps and is subsequently made to serve out his period of enlistment in the Navy, the pay received by him for actual service under his fraudulent enlistment need not be charged to him or checked against his account." (12 Comp. 445, February 6, 1906; 14 Comp. 267, November 8, 1907.) (C. M. C. M. 1.)

(5) A soldier serving in fraudulent enlistment who deserted from the Army, surrendered to the Marine Corps, served sentence for desertion in said corps, returned to military control, was tried and found guilty of fraudulent enlistment, but not guilty of desertion, and sentenced to forfeit a portion of his pay for six months, is entitled to his pay and allowances except during the time he was absent. (Comp. Dec. January 31, 1907.) (C. M. C. M. 1.)

(6) "The continuance of an enlisted man in the service by the Navy Department after the discovery of fraud in his reenlistment without directing that he be tried by a court-martial, was a waiver of such fraud, and he is entitled to retain the pay he had received and to receive arrearages unpaid." (14 Comp. 267, November 8, 1907.) (C. M. C. M. 1.)

(7) "Time served in a fraudulent enlistment can not be counted in computation of service pay unless the Government waives the objection and allows the contract to stand." (14 Comp. 267, 367, November 8 and December 17, 1907.) (C. M. C. M. 1.)

(8) "A pay officer is not responsible for payments to a man held for trial for fraudulent enlistment, who was later tried and convicted, when there is no evidence that the pay officer received any notice that the man was being held for trial or that there was anything to put him on his inquiry in regard to the matter before making said payments." (Bu. Memo. 98, p. 1044; Comp. Dec. April 28, 1909.) (C. M. C. M. 1.)

(9) "The action of the Government in placing a fraudulently enlisted man on duty on probation with full knowledge of the fraudulent character of his enlistment will constitute a waiver of the fraud, and he will be entitled to his regular pay, * * * and the same when fully restored to duty." (Bu. Memo. 149, p. 2687; Comp. Dec. June 30, 1913.) (C. M. C. M. 1.)

(10) "Arrearages of pay or allowances can not be paid for service under a fraudulent enlistment." (Bu. Memo. 147, p. 2520; Comp. Dec. May 8, 1913.) (C. M. C. M. 1.)

(11) "Pay actually received by an enlisted man for services during a fraudulent enlistment can not be recovered from him." (22 Comp. 538, April 20, 1916.) (C. M. C. M. 1.)

(12) Where men's accounts appear, but are not paid because there is a suspicion of fraudulent enlistment, the entry, "Facts warrant presumption fraudulent enlistment" should be made in "Remarks" on pay rolls. (C. M. C. M. 1.)

(13) In transferring the accounts of general court-martial prisoners to naval prisons their accounts should be checked all arrears of pay due and not paid prior to date of conviction of fraudulent enlistment. (See 12 Comp., 445, February 6, 1906.) (C. M. C. M. 1.)

(14) *Entries in service-record books.*—In all cases where facts develop at a post warranting the presumption of fraudulent enlistment in the case of an enlisted man serving at that post, the custodian of the man's service-record book will immediately make entry therein, under "Pay account record," as follows: "Facts warrant presumption fraudulent enlistment. Not to be paid until authorized by Hdqrs. U. S. M. C." Such entry will be made in red ink and signed by the custodian of the man's service-record book. (See art. 30–25 (c).) (C. M. C. M. 1 and 2.)

25–39

(1) ***Final settlement of reservists.***—When a reservist *on active duty* is to be discharged upon expiration of enlistment, or prior to expiration of enlistment by order of proper authority, or is transferred to an inactive status from a period of active duty (other than training duty), the paymaster of the station or organization who carries his pay accounts for active service shall make final settlement on N. M. C. 423 in the same manner as for enlisted men on the active list.

(2) The final settlement of the accounts of members of the Marine Corps Reserve *who are not on active duty* when discharged upon expiration of enlistment, or prior to expiration of enlistment by order of proper authority, will be made by an officer of the Paymaster's Department, at Headquarters Marine Corps, in accordance with the procedure set forth in chapter 13.

FURLOUGH

25–45

(1) ***No deduction*** from the pay of an enlisted man is authorized for a period while on furlough. (Comp. Dec. October 30, 1914.)

(2) "*Provided*, That hereafter no part of the pay and allowances authorized for enlisted men detailed as clerks and messengers in the office of the Major General Commandant and the several staff offices shall be forfeited when granted furlough for not exceeding 30 days in each calendar year." (Act of March 4, 1917.)

LONGEVITY PAY, ENLISTED MEN

25–50

(1) ***Act of June 10, 1922.***—"* * * Existing laws authorizing continuous-service pay for each 5 years of service, are hereby repealed, effective June 30, 1922. * * * Commencing July 1, 1922, * * * enlisted men of the * * * Marine Corps shall receive, as a permanent addition to their pay, an increase of 5 per centum of their base pay for each four years of service in any of the services mentioned in the title of this Act, not to exceed 25 per centum. * * *."

(2) Enlisted men of the Marine Corps are entitled (under the above act) to 5 per cent increase (longevity pay) on the base pay of grade for each four years of service in the Army, Navy, Marine Corps, Coast Guard, Public Health Service, and Coast and Geodetic Survey, counting all active service both before and after July 1, 1922, whether continuous or not, said increase not to exceed 25 per cent. The longevity pay should be computed on the pay of the grade, and not on longevity increase for preceding 4 years. In other words, each of the 5 per cent increases for longevity should be computed, respectively, on the base pay and not on base pay plus previous longevity credits.

25-51

Fraudulent enlistment in the Army, where the fraud is not discovered while the contract of enlistment is being performed, and all the services required are being performed in a manner entitling the man to an honorable discharge, he is entitled to retain the pay and allowances properly paid him during the enlistment. The periods of service under fraudulent enlistments, the fraud not having been discovered or disclosed until after honorable discharge, may properly be counted in computing the 30 years of service required for retirement under the act of March 2, 1907 (34 Stat. 1217). (1 Comp. Gen. Decs. 511 and 668, modified; 3 Comp. Gen. Dec. 61, July 30, 1923.)

25-52

Discharge within three months of expiration.—Period between date of actual discharge and date of expiration of enlistment in case of a man discharged within three months of expiration of enlistment may not be counted for longevity. (Comp. Gen. Dec., March 15, 1923—A. D. 7495.)

25-53

Actual service only.—The longevity service now authorized to be counted in an enlistment is for actual service only, and is not dependent on the discharge or upon its taking place at the expiration of the four-year period to be counted for said longevity or at any other particular time.

MAIL CLERKS

25-60

~~(1) *Law authorizing.*—For laws authorizing and regulations and instructions concerning the designation of Navy mail clerks and assistant Navy mail clerks, see Navy Regulations 2063 to 2065, and Articles D-5305 to D-5311, Bureau of Navigation Manual.~~

~~(2) Enlisted men of the Navy or Marine Corps may, upon selection by the Secretary of the Navy, be designated by the Post Office Department as Navy mail clerks and assistant Navy mail clerks, for duty on board vessels of the Navy, expeditionary forces on shore, and at stations and shore establishments under the jurisdiction of the Navy Department. (See Navy acts, May 27, 1908, August 24, 1912, March 4, 1917, and July 1, 1918.)~~

25-61

Allowance.—One Navy mail clerk and one assistant Navy mail clerk will be allowed in excess of complement on receiving ships, on all vessels of the Navy, and in expeditionary forces of the Navy or Marine Corps serving ashore, having a complement of 650 or more officers and men. One Navy mail clerk will be allowed in excess of complement on all vessels of the Navy having a com-

25-61

~~*Allowance.*—One Navy mail clerk and one assistant Navy mail clerk will be allowed in excess of complement on receiving ships, on all vessels of the Navy, shore stations, and in expeditionary forces of the Navy or Marine Corps serving ashore, having a complement of 650 or more officers and men. One Navy mail clerk will be allowed in excess of complement on all vessels of the Navy having a complement of 50 or more and less than 650 officers and men, except station tugs and barges, and for all Navy and Marine Corps detachments serving ashore as mentioned above having a complement of 50 or more and less than 650 officers and men. (C. M. C. M. 4.)~~

25-62

(1) *Additional pay.*—Enlisted men of the Navy and Marine Corps detailed as Navy mail clerks receive, in addition to pay of their ratings or grade, the following monthly compensation, depending upon the approved complements they serve, as follows:

Complement:

Class I, 50 to 249, inclusive	$15
Class II, 250 to 649, inclusive	20
Class III, 650 or over	25

An additional monthly compensation of $5 will be allowed Navy mail clerks handling money-order service. Money-order service, however, will not be authorized on a ship or station unless an officer of the Supply Corps is regularly attached thereto, except in Marine Corps organizations, where an officer is designated, in accordance with the Marine Corps Manual, to perform the duties herein assigned to the supply officer. (C. M. C. M. 4.)

(2) Assistant Navy mail clerks will receive in addition to the pay of their grade and regardless of money-order service, $10 per month. (C. M. C. M. 4.)

MARKSMANSHIP QUALIFICATIONS

25-68

(1) *Law authorizing additional pay.*—"* * * That under such regulations as the President may prescribe, enlisted men of the * * * Marine Corps * * * may receive additional compensation not less than $1 or more than $5 per month, for special qualification in the use of the arm or the arms which they may be required to use. All laws and parts of laws authorizing extra pay for qualification in the use of arms or instruments, or for holding rated positions, except as otherwise specifically provided herein, are hereby repealed, to take effect July 1, 1922. * * *" (Act of June 10, 1922.)

(2) The following are Executive orders prescribing additional pay to enlisted men of the Marine Corps for qualification "in the use of the arm or arms which they are required to use":

EXECUTIVE ORDER

Pursuant to authority vested in me by virtue of section 18 of the act of Congress to readjust the pay and allowances of the commissioned and enlisted personnel of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, approved June 10, 1922, enlisted men of the Marine Corps, while serving on board ship, shall receive the same compensation for special qualifications in the use of ships' guns as is now, or may hereafter be prescribed for enlisted men of the Navy.

Enlisted men of the Marine Corps having established their special qualifications in the use of the arm, or arms, which they are required to use, under such regulations and conditions as are now, or may hereafter be prescribed by the War Department for the U. S. Army, shall receive the same compensation as is now, or may hereafter be authorized for enlisted men of the Army holding like qualifications for the same arm or arms.

WARREN G. HARDING.

THE WHITE HOUSE,
July 1, 1922.

EXECUTIVE ORDER

Pursuant to the authority contained in section 18 of the act of Congress approved June 10, 1922, enlisted men of the Army, after having established their special qualifications in the use of the arm or arms which they may be required to use, according to standards of proficiency that have been or may be prescribed from time to time by the Secretary of War, shall receive additional compensation, first, second, and third class, for such periods of time and under such conditions as have been or may be prescribed by the Secretary of War, as follows:

Additional compensation, first class, $5 per month.
Additional compensation, second class, $3 per month.
Additional compensation, third class, $2 per month.

CALVIN COOLIDGE.

THE WHITE HOUSE,
February 19, 1924.

25–69

Maximum additional compensation.—No enlisted man will, during any period, receive additional compensation for qualification under more than one grade designation with the same principal arm, or for qualification in the use of more than one principal arm, e. g., an enlisted man who is a member of an Infantry machine-gun company and who qualifies with the machine gun as both expert gunner and first-class gunner is entitled to receive additional compensation as expert gunner, but not as both expert gunner and first-class gunner; likewise an enlisted man who is a member of an Infantry rifle company and who qualifies as marksman with both the rifle and the automatic rifles is entitled to receive additional compensation as either a rifle marksman or an automatic-rifle marksman, but not as both. Qualification with the automatic rifle after May 31, 1925, does not entitle an enlisted man to additional pay.

25–70

(1) ***Qualification pay.***—Payment of additional compensation to enlisted men of the Marine Corps for special qualification in the use of the arm or arms they may be required to use will be made in accordance with paragraphs 1 to 10, Army Regulations No. 35–2380, subject to paragraphs 2 to 6 hereof.

(2) The principal arm for all units and posts of the Marine Corps is the rifle.

(3) All enlisted men of the Marine Corps are eligible to attain special qualification for the payment of additional compensation, except—

(*a*) Members of the Marine Band.
(*b*) Messengers and clerks stationed in offices at Headquarters, at depots of supplies, and in other staff offices.

~~(4) Any enlisted man who on May 31, 1925, was qualified as an expert rifleman, or sharpshooter, under existing regulations and entitled to receive additional compensation therefor, will continue to receive additional compensation for such qualifications until the expiration of one year and four months from his last qualification, provided that during that period or on or after June 1, 1925, he does not attain a higher or lower qualification or fail to requalify, in which case his compensation, if any, will be based on a period of one year from and including the date of his last qualification.~~

(5) Any enlisted man entitled to additional compensation for qualification attained on or after June 1, 1923 will lose his right to such additional compensation upon transfer to duty set forth in paragraph 3 (*a*) or (*b*) hereof. Should he be later transferred from the duty as outlined in preceding paragraphs, he will regain his right to said additional compensation, if still entitled thereto under paragraph (4) hereof.

(6) The following regulations prescribing qualification requirements, will be used:

For the rifle, Army Training Regulations No. 150-10.

(7) When a man who is entitled to extra compensation for marksmanship at the time of his discharge reenlists within three months from the date of said discharge, his qualification continues, and he is entitled to extra compensation therefor for one year from the date of qualification, provided that during that time he does not attain a higher or lower qualification or fail to requalify. ~~except in the case of men who were qualified on May 31, 1925.~~

25-71

Grade designations corresponding to classifications. The grade designations which must be attained for the various classes are as follows:

Class	Compensation	Grade designation and abbreviation thereof
First	$5 per month	Expert rifleman (ER).
Second	$3 per month	Sharpshooter (SS).

25-72

Men attaining qualifications as marksman on and after March 1, 1924, are not entitled to receive extra compensation for such qualification.

25-73

Desertion does not operate to annul a qualification in gunnery or marksmanship. (Ruling of Sec. War, November 14, 1906.)

25-74

Fraudulent enlistment.—A qualification in marksmanship attained in a fraudulent enlistment is nullified if the fraudulent contract of enlistment is voided by the Government. (Paymaster General, U. S. Army, December 8, 1909.)

25-75

Undesirable discharge.—An enlisted man of the Marine Corps is entitled to additional pay as marksman notwithstanding his discharge as undesirable, an honorable discharge not being a condition precedent to his receiving this additional pay on reenlistment. (2 Comp. Dec. 123, August 27, 1914.)

25-76

Commissioned officer.—The marksmanship qualification which a person received while serving as a commissioned officer of the Army after service as an enlisted man does not entitle him to any additional pay while serving as a commissioned officer or while serving as an enlisted man under an enlistment after discharge as a commissioned officer. (27 Comp. Dec. 914, April 20, 1921.)

25-77

Qualification noted on pay roll.—Immediately upon qualification under the Army course, men will be credited upon the next succeeding pay roll with the extra compensation from the date of qualification, and the following notation will be made upon the first pay roll upon which credit is made: "Qualified as sharpshooter or expert rifleman, (date), per certificate by (name of officer certifying target record)."

25-78

The fact of qualification will be published in marksmanship qualification orders from Headquarters, and upon receipt thereof the date and number of the order will be noted in the service-record book of each man concerned.

25-79

Original record.—The original record of marksmanship qualification is the entry in the service-record book. Officers signing pay rolls are responsible for the entry of necessary data in regard to qualifications on the pay rolls, and such officers are cautioned as to the necessity for using care to prevent overpayment when qualification has ceased under the regulations, particularly when preparing N. M. C. 90 in closing accounts for discharge.

25-80

Reenlistment from Army.—When men claiming regular classification as expert riflemen or sharpshooters reenlist from the Army within three months from the date of their discharge, the fact will be reported to the Major General Commandant, by their commanding officer, and such data will be furnished regarding their previous organization and the date of qualification as will enable the claim to be verified. The right of such men to continue their classification will be announced in Marine Corps orders, but, upon the production of other properly authenticated evidence, pending receipt of such orders, credit for the extra compensation from the date of reenlistment may be made upon the first succeeding pay rolls.

25-81

When effective.—A qualification is effective from and including the date on which made.

25-82

Marksmanship qualifications, Navy.

EXECUTIVE ORDER

Pursuant to the authority contained in section 18 of the act of Congress to readjust the pay and allowances of the commissioned and enlisted personnel of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, approved June 10, 1922, enlisted men of the Navy, after having established their special qualifications in the use of the arm or arms which they may be required to use, according to standards of efficiency that may be prescribed from time to time by the Secretary of the Navy, and who are so stationed by their commanding officers that they may be required to use such arm or arms, shall receive additional compensation, first, second, third, fourth, or fifth class, for such periods of time as may be prescribed by the Secretary of the Navy, as follows:

Additional compensation, first class, $5 per month.
Additional compensation, second class, $4 per month.
Additional compensation, third class, $3 per month.
Additional compensation, fourth class, $2 per month.
Additional compensation, fifth class, $1 per month.

WARREN G. HARDING.

THE WHITE HOUSE,
June 22, 1922.

25-83

Qualifications for extra compensation for use of arms (Navy).—Enlisted men of the Marine Corps, who have established their special qualifications in the use of the arm or arms which they may be required to use, according to standards prescribed by the Secretary of the Navy, and who are so stationed by their commanding officers that they may be required to use such arm or arms, shall receive the following additional monthly compensation:

(*a*) First class	$5
Gun pointers, first class.	
Gun director pointers, first class.	
Gun range-finder operators.	
Gun captains, first class.	
(*b*) Second class	4
Gun pointers, second class.	
Gun director pointers, second class.	
(*c*) Third class	3
Gun captains, second class (nonrated men).	
(*d*) Fourth class	2
Gun captains, second class (rated men).	

For instructions relative to the qualification of enlisted men as gun pointers, gun director pointers, gun range-finder operators, and gun captains, see Bureau of Navigation Manual, articles 5313 to 5318, inclusive.

25-84

Total compensation.—An enlisted man of the Marine Corps, holding a qualification under Army Regulations, who may be serving aboard a vessel of the Navy, and entitled to additional compensation pursuant to Navy Regulations, can not receive total compensation for qualifications in excess of $5 per month.

25-85

(1) *Detail as gun pointer.*—"An enlisted man, to be entitled to the extra pay of a gun pointer, must be detailed as such by his commanding officer; that is, the commanding officer of his ship." (Bu. Memo. 142, p. 2370; Comp. Dec. December 20, 1912.)

(2) Enlisted men regularly detailed as gun pointers or gun captains are entitled to the additional pay therefor so long as the detail remains unrevoked and they continue to serve on board the ship and at the gun at which detailed. Upon transfer, provided the detail is not previously revoked, the pay ceases on the date of transfer.

MEDALS OF HONOR, DISTINGUISHED-SERVICE MEDALS, NAVY CROSSES, ETC.

25-90

(1) *Law authorizing additional pay.*—"That each enlisted man of the Army to whom there has been or shall be awarded a medal of honor, a distinguished-service cross, or a distinguished-service medal shall, for each such award, be entitled to additional pay at the rate of $2 per month from the date of the distinguished act or service on which the award is based, and each bar, or other suitable device, in lieu of a medal of honor, a distinguished-service cross, or a distinguished-service medal, as hereinafter provided for, shall entitle him to further additional pay at the rate of $2 per month from the date of the distinguished act or service for which the bar is awarded, and said additional pay shall continue throughout his active service, whether such service shall or shall not be continuous; but when the award is in lieu of the certificate of merit, as provided for in section 3 hereof, the additional pay shall begin with the date of the award." (Act of July 9, 1918, 40 Stat. 871.)

(2) "* * * That each enlisted or enrolled person of the naval service to whom is awarded a medal of honor, distinguished service medal, or a Navy cross shall, for each such award, be entitled to additional pay at the rate of $2 per month from the date of the distinguished act or service on which the award is based, and each bar, or other suitable emblem or insignia, in lieu of a medal of honor, distinguished-service medal, or a Navy cross, as hereinafter provided for, shall entitle him to further additional pay at the rate of $2 per month from the date of the distinguished act or service for which the bar is awarded, and such additional pay shall continue throughout his active service, whether such service shall or shall not be continuous." (Act of February 4, 1919, 40 Stat. 1056.)

(3) An enlisted man of the Marine Corps serving with the Army who was awarded the distinguished-service cross under the provisions of the Army act of July 9, 1918 (40 Stat. 870), is entitled to additional pay therefor at the rate of $2 per month for subsequent enlisted service in the Marine Corps, under the provisions of the act of February 4, 1919 (40 Stat. 1056). An enlisted man of the Army awarded the distinguished-service cross under the provisions of the act of July 9, 1918, is entitled to additional pay therefor at the rate of $2 per month for subsequent enlisted service in the Marine Corps, under the provisions of the act of February 4, 1919 (40 Stat. 1056). An enlisted man of the Army to whom a distinguished-flying cross is awarded, under the provisions of the act of July 2, 1926 (44 Stat. 789), is entitled to additional pay therefor at the rate of $2 per month in subsequent enlisted service in the naval service. (7 Comp. Gen. 77, July 27, 1927.) (C. M. C. M. 4.)

(4) The act of February 4, 1919, referred to above, applies to the Marine Corps, and an enlisted man of the Marine Corps awarded a medal of honor, distinguished-service medal, or Navy cross, or bars in lieu thereof, under that act, is entitled to the additional pay provided for therein.

(5) The additional pay authorized under section 1216, Revised Statutes, to enlisted men of the Army awarded certificate of merit for distinguished service, being limited to the period the soldier is in the "military" service, may not be paid during service in the Navy. (24 Comp. Dec. 788, June 28, 1918.)

(6) The additional pay at the rate of $2 per month payable to enlisted men of the Army who have been awarded the distinguished-service medal under the act of July 9, 1918 (40 Stat. 870), being limited by said statute to the period the recipient is in active service, may not be counted as part of the active-duty pay for the purpose of computing retired pay. (26 Comp. Dec. 112, August 9, 1919.)

(7) An enlisted man of the Navy who, while serving under the jurisdiction of the Army, was awarded the distinguished-service cross provided by the act of July 9, 1918 (40 Stat. 871), for persons serving in any capacity with the Army who have distinguished themselves in operations against an enemy, is entitled upon his return to the Navy, to the additional pay at the rate provided by the act of February 4, 1919 (40 Stat. 1056), for the recipients of the Navy cross for distinguished service in the line of their profession. (26 Comp. Dec. 304, October 23, 1919.)

(8) While the act of February 4, 1919 (40 Stat. 1056), authorizing the presentation of medals of honor, etc., to persons in the naval service who perform distinguished service does not expressly repeal the provisions of sections 1407, Revised Statutes, as enlarged by the act of March 3, 1901 (31 Stat. 1099), yet as the scope of the later legislation indicates that Congress was dealing with the entire subject involved, the subsequent provision is to be regarded as a complete substitute for the earlier law. (26 Comp. Dec. 464, December 8, 1919.)

(9) Since it can never be known whether a particular act or service is sufficient to render the person performing it worthy of a medal or cross until the question has been determined by competent authority by the award of such medal or other mark of distinction, it follows that an enlisted man's right to additional pay therefor is to be determined by the law in force at the time when the award is made and vests at that time. (26 Comp. Dec. 464, December 8, 1919.)

(10) Under the act of July 9, 1918 (40 Stat. 870), payment of the $2 additional per month to enlisted men of the Army who have been or are hereafter awarded medal of honor, distinguished-service cross, or distinguished-service medal, whether awarded before July 9, 1918, under earlier laws, or thereafter by authority of that act, shall begin from the date of the distinguished act or

service on which the award is based, with exception of awards made in lieu of certificates of merit, when the additional pay is authorized only from the date of award, and in all cases continues throughout active service; but the additional pay is limited to enlisted men who were in the military service on July 9, 1918, or have been in the service since that date. (26 Comp. Dec. 1030, June 14, 1920.)

(11) An officer of the Army to whom a certificate of merit was issued while an enlisted man is entitled to an award of the distinguished-service medal, in lieu thereof, under the act of July 9, 1918 (40 Stat. 870), and to receive the additional pay of $2 per month from the date of award of the medal while on active service, whether as a commissioned officer or enlisted man. (27 Comp. Dec. 1, July 1, 1920.)

(12) As the act of February 4, 1919 (40 Stat. 1056), providing for an addition of $2 to the monthly pay of persons in the naval service of the United States who are awarded medals of honor, distinguished-service medals, or Navy crosses is not retroactive in effect, there is no authority to pay an additional $2 per month to an enlisted man who has been awarded a medal of honor prior to the passage of the act and has received by reason thereof the gratuity of $100 authorized by the act of March 3, 1901 (31 Stat. 1099). (27 Comp. Dec. 297, September 27, 1920.)

(13) An enlisted man of the Navy or Marine Corps awarded a medal of honor on or after February 4, 1919, for distinguished acts of heroism or service in line of his profession, is not entitled to a gratuity of $100 under section 1407, Revised Statutes, that law having been superseded by the act of February 4, 1919 (40 Stat. 1056), providing $2 additional pay per month from date of distinguished act or service. (1 Comp. Gen. Dec. 240, October 25, 1921.)

(14) "* * * That nothing in this act shall operate to change in any way existing laws, or regulations made in pursuance of law, governing * * * money allowances granted to enlisted men on account of awards of medals or decorations expressly authorized by Congress. * * *." (Act of June 10, 1922.)

NONCOMMISSIONED OFFICERS

25–95

(1) *Appointment not retroactive.*—"* * * An appointment can not be made retroactive so as to give pay before the appointment is actually made except by statutory authority * * *." (Bu. Memo. 153, p. 2852; Comp. Dec. October 30, 1913.)

(2) *Reappointment.*—Noncommissioned officers reappointed are entitled to the pay of their respective grades from the date of such reappointment.

(3) *Reduction.*—"The pay of the new rating to which an enlisted man is reduced by sentence of a summary court-martial becomes his proper pay on the date of the approval of the sentence by the senior officer present." (Bu. Memo. 119, p. 1665; Comp. Dec. January 10, 1911.)

(4) When a noncommissioned officer, while in arrest or confinement, is reduced by sentence of a court-martial, the date of the order publishing the sentence is the date of reduction. In all other cases reduction takes effect on the date of receipt of the order at the marine's station.

(5) *Recruiting warrants.*—"Privates while serving under appointments or warrants as first sergeants, sergeants, or corporals of recruiting parties are entitled to the pay of first sergeants, sergeants, or corporals while absent on account of sickness, leave, or furlough, not due to disease resulting from their own intemperate use of drugs or alcoholic liquors or other misconduct." (21 Comp. Dec. 269, October 30, 1914; and act of July 9, 1918.)

RETIRED ENLISTED MEN

25-100

(1) *Law authorizing retirement.*—" * * * On and after July 1, 1922, retired enlisted men of the * * * Marine Corps shall have their retired pay computed as now authorized by law on the basis of pay provided in this act: * * * *Provided,* That nothing contained in this act shall operate to reduce the present pay of * * * enlisted men now on the retired list * * *." (Act of June 10, 1922.)

(2) According to the above provisions therefore enlisted men placed on the retired list prior to July 1, 1922, shall from and after that date have their retired pay computed on the basis of the rates of pay prescribed in section 10 of the act of June 10, 1922, unless such retired pay is less than that to which they were entitled prior to July 1, 1922, in which case they shall retain the higher rate. Enlisted men retired on and after July 1, 1922, shall have their retired pay based on the pay provided in the act of June 10, 1922. (See Comp. Gen. Dec. 153, August 30, 1922; Bu. Mem. 241, p. 6724; Dec. Comp. Gen. August 8, 1922; Dec. Comp. Gen., A. D. 7696, May 31, 1923.)

(3) "When an enlisted man shall have served 30 years either in the Army, Navy, or Marine Corps, or in all, he shall, upon making application to the President, be placed upon the retired list, with 75 per cent of the pay and allowances he may then be in receipt of, and that said allowances shall be as follows: $9.50 per month in lieu of rations and clothing and $6.25 per month in lieu of quarters, fuel and light: *Provided,* That in computing the necessary 30 years' time all service in the Army, Navy, and Marine Corps shall be credited." (Act of March 2, 1907, 34 Stat. 1217.)

(4) Enlisted men of the Marine Corps are entitled to retirement under the laws and regulations provided for the Army.

(5) "Enlisted men who served as commissioned officers, United States Volunteers, organized in 1898 and 1899, or in the Porto Rico Regiment or Philippine Scouts on or before March 2, 1903, shall have such service counted as if it had been rendered as enlisted men, when computing service for retirement." (Act of March 2, 1903, 32 Stat. 934.)

25-101

Accounts of retired men.—The accounts of all retired enlisted men are carried by the Paymaster, Marine Corps, Washington, D. C., when not on active duty.

25-102

Change of address.—Retired enlisted men should report all changes of address in sufficient time to enable the Paymaster to correct his records before checks are prepared for the month during which the change of address is made.

25-103

(1) ***Pay checks.***—Checks in payment of retired pay of retired enlisted men residing in the United States will be forwarded by ordinary mail. Envelopes used in sending such checks will be labeled, "TO BE DELIVERED TO ADDRESSEE ONLY."

(2) Checks in payment of retired pay of retired enlisted men residing in foreign countries will be forwarded by registered mail.

25-104

Hospital fund.—The sum of 20 cents per month will be deducted from the pay of retired enlisted men for the naval hospital fund.

25-105

(1) ***The accounts of all retired enlisted men*** not on active duty will be transcripted in one sum as per abstract, permanent additions, ~~such as good-conduct medals, etc.~~, being included in the rate of pay. The total amount expended should be included in the "total expenditures" on the ~~abstract of expenditures~~ Schedule of disbts. and account current.

(2) The value of one Navy ration per day will be deducted from the pay of retired enlisted men for subsistence in a naval hospital. Ration notices of admission and discharge, as furnished by the medical officer in command of the hospital, should be filed, the former with the account in which the initial checkage appears and the latter with the account in which final checkage is made to support such checkages. Checkages for hospital subsistence begin with the day after admission and include the day of discharge. (Bu. Memo. 153, p. 2863.)

(3) Upon official notification of the death of a retired enlisted man, the paymaster will close his accounts (on Form N. M. C. 43), to include date of death, and forward the same to the General Accounting Office. The descriptive list will be forwarded to the Adjutant and Inspector, Marine Corps.

(4) "The retired pay and allowances of an enlisted man of the Navy or Marine Corps is not a *pension* within the meaning of that term as used in section 4813, Revised Statutes, as amended by the act of March 3, 1899, and

further amended by the act of June 30, 1914. The retired pay of enlisted men of the Navy or Marine Corps who are beneficiaries of the Naval Home is not subject to the provisions of section 4813, Revised Statutes, amended, supra." (Bu. Memo. 166 p. 3473; Comp. Dec. December 28, 1914.)

(5) Retired men who are beneficiaries of the Naval Home, while under treatment in a naval hospital, are subject to the checkage of the value of one Navy ration per diem for hospital subsistence, as in the case of retired men who are not beneficiaries of the Naval Home.

(6) Retired enlisted men who are beneficiaries of the Naval Home do not forfeit their retired pay and allowances while inmates of the home. (23 Comp. Dec. 28, July 19, 1916.)

(7) For purposes of discipline, the governor of the Naval Home shall have control over the pay and allowances of retired enlisted men of the Navy and Marine Corps. (Par. 152a, U. S. N. Home Reg., 1916.)

(8) Retired pay and allowances will not be paid inmates of the Naval Home without the approval of the governor, or in the absence of notification from the governor as to whether or not they have been subsisted in the naval hospital during the period in question, or for any part thereof.

(9) Enlisted men are not entitled to travel allowances on retirement, as they are not discharged but simply transferred from the active list to the retired list. They are entitled to transportation in kind to their homes. (Vol. 3, Digest 2d Comp. 874, August 9, 1888.)

(10) A retired enlisted man, an inmate of the Government Hospital for the Insane, is not subject to deduction from his retired pay or allowances because of subsistence furnished him while such inmate. (11 Comp. Dec. 367, January 19, 1905.)

(11) No deductions should be made from the monthly allowance of $9.50 received by retired enlisted men of the Marine Corps, under the act of March 16, 1896, "in lieu of allowances of subsistence and clothing" on account of the subsistence which they necessarily received while inmates of the Government Hospital for the Insane. (11 Comp. Dec. 367, January 19, 1905.)

(12) All enlisted men on the retired list after March 2, 1907, whether placed there before or after the passage of said act, are entitled to the allowances provided by it, viz, $15.75 per month and no other. (13 Comp. Dec. 770, May 7, 1907.)

(13) "In computing 75 per cent of the pay that enlisted men may, when placed on the retired list 'then be in receipt of' certain amounts in addition to their pay for special ratings such as expert riflemen, sharpshooters, marksmen, casemate electricians, observers, plotters, planters, loaders, gun commanders, gun pointers, gunners, and the 20 per cent increase for foreign service should not be included." (13 Comp. Dec. 769, May 7, 1907.)

(14) "By virtue of the act of March 2, 1907, a first-class musician, United States Marine Band, who was on the retired list on the date of passage of the naval appropriation act of August 29, 1916, is entitled after that date to three-fourths of the pay provided in the act last mentioned for first-class musicians on the active list." (23 Comp. Dec. 239, October 7, 1916.)

(15) A retired enlisted man of the Army who enlisted as a member of the National Guard after the date of his retirement in the Regular Army, and who is subsequently mustered into the service of the United States with the organization of which he is a member, is entitled to the active duty pay of a soldier of the rating held by him, together with the additional pay authorized for continuous service to which he was entitled at the date of his retirement. He is not entitled to receive the retired pay, which remains in abeyance during his continuance on the active list in the Army of the United States. (23 Comp. Dec. 444, February 9, 1917.)

(16) Simultaneously with the acquirement to the right to war-risk compensation for disability, retired enlisted men must renounce their status on the retired list and thus abandon all right to retired pay in order to be entitled to receive war-risk compensation, and once they have elected to receive the compensation by renouncing status as enlisted men on the retired list, they can not, under existing law, thereafter revert to the retired list. (27 Comp. Dec. 606, January 12, 1921.)

(17) Provisions of the act of June 4, 1920 (41 Stat. 786), that retired enlisted men of the Army who served honorably as commissioned officers of the United States Army at some time between April 6, 1917, and November 11, 1918, shall be entitled to the retired pay and allowances of warrant officers on the retired list, after discharge from their temporary commissions, apply also to retired enlisted men of the Marine Corps whose records fulfill the conditions of the statute. (27 Comp. Dec. 1010, May 25, 1921.)

(18) Retired enlisted men of the Marine Corps who are entitled to the retired pay and allowances of warrant officers on the retired list by reason of service as commissioned officers during the World War, under the act of June 4, 1920 (41 Stat. 786), retain their status as retired enlisted men and with such status the right to receive in addition to the retired pay and allowances of a warrant officer the full amount of 75 cents per month for each good-conduct medal, pin, or bar they may hold. (1 Comp. Gen. Dec. 159, September 24, 1921.)

(19) The pay of retired enlisted men of the Army who held commissions during the World War and who, prior to July 1, 1922, were retired with the pay and allowances of retired warrant officers continues unchanged on and after July 1, 1922, other than in cases, if any, in which that of retired enlisted men of the Army generally as fixed by the act of June 10, 1922 (42 Stat. 629), is greater, when they are entitled to the higher rate. (2 Comp. Gen. Dec. 96, August 8, 1922.)

(20) A retired transferred member of the Fleet Marine Corps Reserve is not entitled to the benefits of the act of June 10, 1922, (first) because in a technical sense he is not a "retired enlisted man of the Marine Corps," and (second) because his retired pay is measured in part by the amount of retainer pay to which he was entitled, which in turn is measured by the pay he was receiving "at the close of his last naval service." (Bu. Memo. 241, p. 6738; Dec. Comp. Gen. August 18, 1922.)

(21) The act of May 31, 1924 (Public No. 161), provides "That section 2 of the legislative, executive, and judicial appropriation act, approved July 31, 1894, is amended by adding at the end thereof a new sentence to read as follows: 'Retired enlisted men of the Army, Navy, Marine Corps, or Coast Guard retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section, be construed to hold or to have held an office during such retirement.'"

RETIRED ENLISTED MEN, ACTIVE DUTY

25–106

(1) "* * * retired * * * enlisted men * * * shall, when on active duty, receive full pay and allowances * * *." (Act of June 10, 1922.)

(2) "* * * That any enlisted man of the * * * Marine Corps upon the retired list who has been ordered into active service since April sixth, nineteen hundred and seventeen, or who may hereafter be ordered into active service, shall be eligible for promotion and he shall be entitled to the pay and benefits of continuous service of such rank and for such length of time as he is or has been employed in active service, and when relieved of active service shall retain upon the retired list the rank and service held by him at the time of such relief, with the pay and allowances of such rank on the retired list; and the accounting officers of the Treasury are hereby directed to allow in the accounts of any enlisted man of the * * * Marine Corps who resigned from the retired list in order to reenlist for appointment in a higher grade, the same continuous-service pay and the benefits of such rank to which he may have been appointed upon reenlistment, as if his service had been continuous, and any difference in pay from the date of reenlistment shall be credited to his account." (Act of July 1, 1918, 40 Stat. 719.)

(3) "That so much of the act of July 1, 1918 (Public, No. 182), as authorizes the promotion of retired enlisted men of the * * * Marine Corps ordered to active duty shall not be construed as to make illegal promotions of such men as have heretofore been made to warrant grades or as to deprive them of any of the pay, allowances, or other benefits accruing under such promotion." (Navy act, July 11, 1919.)

(4) When retired enlisted men of the Marine Corps are ordered to active duty, a service-record book will be opened for each man reporting for such duty. The pay-account record and other pay data will be kept in the service-record book in the same manner as is now done in the case of other enlisted men.

distinguished flying cross

(5) Retired enlisted men recalled to active duty who have been awarded a distinguished-service cross, distinguished-service medal, Navy cross, and medal of honor (or bar or other suitable device, emblem, or insignia issued in lieu thereof), under the acts of July 9, 1918 (40 Stat. 870), February 4, 1919 (40 Stat. 1056), are entitled to additional pay at the rate of $2 per month.

act of 7/2/26

TRANSFERS

25-111

(1) *Transfer pay accounts* (N. M. C. 40 or 41) of marines are required in the following cases: Deserters, general court-martial prisoners transferred to prison for confinement, enlisted men placed on the retired list, and retired enlisted men ordered to and relieved from active duty. Form N. M. C. 90 (Statement closing account for settlement) will be furnished the disbursing officer concerned by the commanding officer in each of the cases enumerated, except retired enlisted men ordered to active duty.

(2) Upon the transfer of any enlisted man, detachment, or organization of marines, to or from any ship, station, organization, or to expeditionary service, the commanding officer of marines will furnish the paymaster of the ship or station from which the transfer is made with a copy of his report of transfers as rendered on Form N. M. C. 312 to the Adjutant and Inspector's Department.

(3) All charges to be made against the accounts of enlisted men transferred, except post exchange dues, for which a special column is provided, will be noted in the service-record book, in the space provided for "Other checkages pending."

(4) "Pay officers of vessels in forwarding the accounts of enlisted men of the Marine Corps to shore stations for discharge should submit therewith a detailed statement of each account at the time of transfer." (Bu. Memo. 44, p. 441.)

(5) When a marine detachment is ordered on shore duty requiring the service of a marine pay officer, the accounts of such officers and enlisted persons of the Navy as accompany and are attached to said detachment shall be regularly transferred to and carried by the marine pay officer, and they shall be paid in the same manner as the officers and men of the Marine Corps with whom they are serving. (N. R. 1800.)

(6) When marines serving afloat are transferred to another ship or station, commanding officers of marines will furnish the pay officers a copy of the report of transfer, to enable them to transfer the deposit record books and allotments of such men, if any.

(7) Upon receipt of such copy of this report, the pay officer should transfer the deposit record books and allotments of such men to the pay officer of the ship or station to which the men are transferred, and at the same time prepare an invoice in triplicate (accompanying the same by individual receipts) for any items of clothing or small stores that may not have been charged to the marine on rolls rendered prior to the transfer, which invoice should be signed by the commanding officer of the marine detachment.

(8) In transferring deposit record books of marines, pay officers should use Marine Corps Form N. M. C. 659 for this purpose.

(9) In all cases of deserters and general court-martial prisoners two copies of transfer pay accounts will be made out by the paymaster concerned after

the receipt of Forms N. M. C. 90 and 146 from the post. The paymaster will certify and forward both copies to the pay officer of ship or station where the accounts pass for payment, the receipted copy, when returned, to be filed as voucher with the rolls of the old station; the other copy with the rolls of the new. The amount of credit or debit on account of clothing, as shown by Form N. M. C. 146, will not be included in the balance in any case. The transfer clothing account, Form N. M. C. 146, should, however, accompany these pay accounts to the pay officer of the prison or the deserters' roll, respectively.

(10) The "Service record" and "Remarks" should be a transcript of what appears on Form N. M. C. 90 and should contain an additional notation under "Remarks" as to "Total deposits to date of transfers," if any; the "Book No." in such cases to be supplied by the paymaster certifying the account.

(11) Transfer pay accounts should invariably be furnished by officers of the Supply Corps of the Navy in the case of enlisted men of the Navy transferred to marine organizations for duty, and also when such men are transferred from one organization to another or from one paymaster to another, as well as in the case of the transfer of an entire organization, to which such men are attached. (See Bu. Memo. No. 188, p. 4063.)

(12) Where an enlisted man of the Navy, attached to an organization paid by a paymaster of the Marine Corps, is transferred, two copies of transfer pay account will be prepared by the paymaster after the receipt by him of Form N. M. C. 90, which should be furnished by the commanding officer of the organization to which the man is attached. The paymaster will certify and forward both copies of the account to the paymaster of the ship or station to which the man is transferred, the original to be filed with the account where taken up, the duplicate to be receipted and returned to the paymaster from whom received for file with the roll upon which the transfer account appears. Transfer of accounts effected under the foregoing will be prepared on Form N. M. C. 40 where men are "Paid in full" or have balances "Due and unpaid," and Form N. M. C. 41 when transferred with a balance "Overpaid."

CHAPTER 26

ALLOWANCES

DEPENDENTS

26–1

(1) *The term "dependents"* shall include at all times and in all places a lawful wife and dependent unmarried children under 21 years of age. It shall also include the mother of the officer, provided she is in fact dependent upon him for her chief support. (Act of June 10, 1922.) (C. M. C. M. 4.)

(2) The dependency of the wife is presumed and does not have to be proven. The terms "child" and "children" as defined by the act of Congress approved February 21, 1929, include legitimate children, stepchildren, and adopted children, who are in fact dependent upon the person claiming dependency allowances. (C. M. C. M. 4.)

(3) To establish the dependency of the mother of a naval officer under section 4, act of June 10, 1922, to entitle him to the additional allowances for subsistence and rental of quarters provided by sections 5 and 6 of said act for officers maintaining dependents, it must be shown that the mother's monthly income in cash or other elements of value entering into the cost of living received from other sources does not equal or exceed the contribution regularly made by the officer for her support. (2 Comp. Gen. 41, July 22, 1922.)

(4) Where for any reason the disbursing officer is not satisfied that the facts of dependency warrant the credit of increased rental and subsistence allowance, he shall advise the officer concerned to submit a claim to the General Accounting Office, in accordance with article 1869, Navy Regulations.

26–2

Transfer pay accounts.—The following procedure will govern when transferring an officer's account:

(*a*) The disbursing officer in whose account the "Statement of facts of dependency" is originally filed will prepare a copy of the statement to be forwarded with the transfer pay account for the information of the disbursing officer next taking up the account. Such copy will bear the following certificate signed by the disbursing officer transferring the account:

"Certified to be a true copy of 'Statement of facts of dependency,' filed with voucher No. ______, my account for the month of ____________, 19___."

(*b*) If the transfer pay account is prepared and signed by the deputy of an assistant paymaster, the certification will be worded as follows:

"Certified to be a true copy of 'Statement of facts of dependency' filed with voucher No. ________, account of __________________________, for the month of ____________, 19____."

(*c*) Upon each subsequent transfer of the officer's account a copy of the statement will be prepared as outlined in (*a*) above, bearing the following certificate of the disbursing officer retransferring the account:

"Certified to be a true copy of 'Statement of facts of dependency' filed with voucher No. ________, account of ___________________________, for the month of ____________, 19____."

(*d*) Under "Remarks" on the transfer pay account the following entry will be made by the transferring paymaster:

"Certified copy of 'Statement of facts of dependency' attached hereto."

NOTE.—The certified copy of the statement, however, will not be filed with the transfer pay account by the paymaster taking up the account, but will be retained by the latter as a part of the permanent records of his office and for his information in the preparation of a subsequent copy as required in (*c*) above.

MILEAGE

26–10

(1) *Act June 10, 1922.*—" * * * That officers of any of the services mentioned in the title of this act, when traveling under competent orders without troops, shall receive a mileage allowance at the rate of 8 cents per mile, distance to be computed by the shortest usually traveled route and existing laws providing for the issue of transportation requests to officers of the Army traveling under competent orders, and for deduction to be made from mileage accounts when transportation is furnished by the United States, are hereby made applicable to all of the services mentioned in the title of this act, but in cases when orders are given for travel to be performed repeatedly between two or more places in the same vicinity, as determined by the head of the executive department concerned, he may, in his discretion, direct that actual and necessary expenses only be allowed. * * *"

(2) *Existing law on this subject* is the act of June 12, 1906 (34 Stat. 247), as follows:

"*Provided further*, That officers who so desire may, upon application to the Quartermaster's Department, be furnished under their orders, transportation requests for the entire journey by land, exclusive of sleeping and parlor car accommodations, or by water; and the transportation so furnished shall, if travel was performed under a mileage status, be a charge against the officer's mileage account, to be deducted at the rate of three cents per mile by the paymaster paying the account and of the amount so deducted there shall be turned over to an authorized officer of the Quartermaster's Department three cents per mile for transportation furnished, except over any railroad which is a free or fifty per centum land-grant railroad, for the credit of the appropriation for the transportation of the Army and its supplies: *And provided further*, That when the established route of travel shall, in whole or in part, be over the line of any railroad on which the troops and supplies of the United States are entitled to be transported free of charge, or over any fifty per centum land-grant railroad, officers traveling as herein provided for shall, for the travel over such roads, be furnished with transportation requests, exclusive of sleeping and parlor car accommodations, by the Quartermaster's Department. *And provided further*, That when transportation is furnished by the Quartermaster's Department, or when the established route of travel is over any of the railroads above specified, there shall be deducted from the officer's mileage account by the paymaster paying the same, three cents per mile for the distance for which transportation has been or should have been furnished."

(3) If an officer fails to secure transportation requests over subsidized roads, he can not be reimbursed for what it would have cost the Government had transportation requests been furnished. (Comp. Dec. August 21, 1902; P. M. G. O. 30321—case Lieut. Guy E. Carleton.)

26–11

(1) *Transportation requests.*—All disbursing officers of the Quartermaster's Department, post quartermasters, and recruiting officers who are acting assistant quartermasters, will carry a supply of transportation requests in order that officers traveling under orders entitling them to mileage may secure transportation requests for use in such travel. In cases where no representative of the Marine Corps is available from whom the necessary transportation requests can be obtained, officers receiving travel orders entitling them to mileage should apply to the proper representative of the Army or Navy, and request that the necessary transportation be furnished in accordance with the two following paragraphs, indorsing the transportation requests issued, "Payable by the Paymaster, U. S. Marine Corps," and forwarded for payment as provided in article 26–12.

(2) An officer receiving travel orders entitling him to mileage should make application to an officer authorized to issue transportation requests as provided in the foregoing paragraph, who shall, if no delay en route is authorized for the officer's convenience, issue transportation request calling for one first-class passage over the shortest usually traveled route, or equalizing lines, between the points of duty designated in the orders. The issuing officer will indorse on the original orders the transportation request number or numbers, and the points between which issued. Where more than one transportation request has been issued in accordance with paragraph (3) below, or where travel is to be performed over a route other than the official route or one equalizing therewith, the routes traveled will be shown in detail in the indorsement on the original orders. The "shortest usually traveled route" is the route established by the Official Table of Distances. Certain railway lines equalize on fares, particularly transcontinental lines, and therefore it is often possible to meet an officer's preference as to routing. When this is possible it shall be done. (C. M. C. M. 3.)

(3) If delay en route is authorized in an officer's orders for his convenience, the officer issuing the transportation is authorized to issue separate transportation requests to enable the officer to make the stop-overs desired, if the distance thus involved does not exceed twice the distance by the direct route per Official Table of Distances. In such cases the number of each transportation request, the points from and to which travel is performed, and the routing shall be endorsed on the original orders. (C. M. C. M. 3.)

(4) In all cases where a delay en route is authorized in an officer's orders for his convenience it will be necessary for the officer so traveling to obtain all transportation requests required to complete the journey from the issuing officer at point of origin, and all such transportation requests should be reported to the Quartermaster on the weekly report of transportation issued (Form N. M. C. 193-Q. M.).

26-12

(1) *Transportation to be billed to Paymaster's Department.*—All transportation furnished as above will be billed to the Paymaster, Marine Corps Headquarters, Washington, D. C.; assistant paymaster, U. S. Marine Corps, Atlanta, Ga.; assistant paymaster, U. S. Marine Corps, San Francisco, Calif.; assistant paymaster, U. S. Marine Corps, Philadelphia, Pa.; assistant paymaster, U. S. Marine Corps, Depot of Supplies, Naval Operating Base, Hampton Roads, Va.; assistant paymaster, U. S. Marine Corps, Marine Corps Base, Naval Operating Base, San Diego, Calif.; or the post paymaster, Quantico, Va., for payment, as the cost of such transportation is a charge against "Pay, Marine Corps." It will not be necessary to file copies of orders with bills for transportation.

(2) The above should be construed as requiring the issuing officer to bill such transportation to the disbursing officer of the Paymaster's Department who pays the post or station at which the transportation is issued. (M. G. C. letter 1365-35-20, dated March 20, 1924.)

26-13

Pullman accommodations.—The statute above quoted prohibits the issue of transportation requests covering Pullman accommodations to officers traveling under orders entitling them to mileage.

26-14

(1) *Computation of mileage.*—Officers traveling on transportation requests on a mileage status, over the shortest usually traveled route, or one equalizing, shall present their claims for payment, supported by original orders, upon completion of journey, to the disbursing officer of the Paymaster's Department carrying their pay accounts. The officer making payment will compute the distance from the Official Table of Distances, United States Army, and shall arrive at the amount due the officer in the following manner: Multiply the

official distance by 8 cents per mile and deduct from this total the official distance multiplied by 3 cents per mile; the difference then is the amount due the officer and is, in effect, the official distance as determined from the Official Table of Distances multiplied by 5 cents per mile. This computation shall be made covering payment, and the original orders will be endorsed to show the payment in the usual manner.

(2) Officers traveling on a milage status on more than one transportation request because of authorized delays en route must present their claims as above. As the cost to the Government will be more than if they had been furnished one transportation request covering a continuous passage over the shortest usually traveled route (i. e., any route carrying the short-line fare), settlement of their mileage claims will be computed as follows:

(I) Allow 8 cents per mile via the shortest usually traveled route (as determined by the Official Table of Distances).

(II) Deduct therefrom 3 cents per mile for each mile of land-grant miles involved over the shortest usually traveled route (as shown by the Official Table of Distances).

(III) Also deduct 3 cents per mile for the distance for which transportation has been furnished by the United States, including land-grant miles, except where the route traveled includes a portion or all of the land-grant miles involved in the shortest usually traveled route (deduction for such land grant having previously been made in (II) above). In the latter case figure mileage due as indicated in (I) and (II) and deduct therefrom 3 cents for each mile traveled, less any part of the same land-grant miles traveled which are also shown in the Official Table of Distances as the shortest usually traveled route. (See 7 Comp. Gen. Dec. 498, February 20, 1928.) (C. M. C. M. 3.)

(3) Rescinded. (C. M. C. M. 3.)

(4) It will be noted that the foregoing is based on the premise that officers travel on transportation requests. Where officers do not travel on transportation requests, they are, nevertheless, entitled to mileage, which shall be paid upon completion of journey, as follows:

(*a*) Where no land grant is involved between the points designated in the orders, they are entitled to reimbursement at the rate of 8 cents per mile.

(*b*) If land grant is involved between the points designated in the orders, the law requires that 3 cents per mile *must* be deducted for each mile of such land grant, even though the officer paid for his own transportation.

(5) The possible loss to an officer who travels without a transportation request should be clearly understood. For example, an officer who travels from Washington to San Francisco, and does not obtain a transportation request, would receive for the journey west of Chicago (land grant being involved) but 5 cents per mile for the land-grant mileage, although he has purchased his ticket out of his own funds. Had he obtained a transportation request, this officer would have still received 5 cents per mile for the land-grant travel west of Chicago and in addition thereto his ticket, without cost to himself.

26-15

Land-grant deductions.—In the case of officers whose route of travel is in whole, or in part, over a land-grant road, it is obligatory on the part of the Government that transportation be furnished, as the law requires a deduction of 3 cents per mile whether or not transportation was procured from the Quartermaster's Department.

26-16

Retired officers.—Hereafter retired officers when traveling under competent orders without troops shall be "entitled to the same mileage as are active officers." (Act of June 12, 1906, 34 Stat. 246.)

26-17

Warrant officers.—Marine gunners and quartermaster clerks of the Marine Corps are entitled to the same mileage as provided by law for officers of the Navy. (See act of August 29, 1916, 39 Stat. 611.)

26-18

Rescinded. (C. M. C. M. 3.)

26-19

(1) *Distance tables.*—All payments made by paymasters on account of mileage will be determined in accordance with distance tables officially promulgated and in use at the date of beginning of the journey. Exception to this rule will be made only when the terms of the order, or the impracticability of the shortest usually-traveled route, compel the officer to take a longer route, in which case mileage will be computed over the route actually traveled. (1282 A. R., 1913.)

(2) When mileage is claimed for a longer route, the voucher must show upon the face why the longer route was the one traveled.

26-20

(1) *When authorized.*—The President, himself, or through the War Department, may direct the movement of all officers. To whatever place and on whatever business connected with the military service he may order them to proceed, they are bound to obey when such order is not forbidden by law; and in such case the officer is entitled to mileage. (Billings *v.* U. S., 23 Ct. Claims, 177.)

(2) "Travel on public business is the foundation on which the right to mileage rests." (16 Comp. Dec. 612, March 17, 1910; 19 Ct. of Claims, 519.)

(3) To entitle an officer to mileage, the order for travel must be issued previously to commencement of the journey, except when the urgency of the duty prevents the obtaining of previous orders, in which case the travel must be confirmed in orders. Confirmatory orders should recite the authority, oral or otherwise, under which the travel was performed, or state that the urgency was such as to prevent the obtaining of orders in advance. (See 1285, A. R., 1913.)

26–21

"*Traveling with troops*" will be regarded as covering all cases of officers included (*a*) in orders for movement, in whatever manner, of their appropriate commands; (*b*) in orders for movement of detachments, escorts, or stores, which proceed by marches or by transportation belonging to or especially hired for the purpose by the United States, the idea being that in marches the officers should move as do the troops and that where transportation is specially devoted to the movement, it is sufficient for all included therein; or (*c*) in orders directing officers to accompany troops, but the term will not be regarded as covering cases of officers included in the movement by railroads, stage, or like established lines of conveyances, of detachments less than 10 armed or unarmed men, such as guards and nurses for disabled or insane officers or soldiers, and escorts for inspectors, quartermasters, and others, or the public funds or property in their charge; or as covering travel by officers with recruiting parties of less than 10 men, when it is necessary to be absent from their regular station for more than 24 hours, whether the travel is performed by such established lines of conveyance or by transportation belonging to or specially hired for the purpose by the United States. (A. R. 1281, as changed by C. A. R. No. 89.)

26–22

Vouchers for mileage should be prepared on Form N. M. C. 420 and forwarded direct to the officer of the Paymaster's Department who is to settle the claim. Vouchers should be accompanied by the original orders under which the travel was performed and modifications thereof, if any, copies of the same, with all indorsements, being entered on the reverse of both the original and duplicate voucher, or attached thereto.

26–23

Indorsement on orders.—No mileage will be paid an officer of the Marine Corps unless travel is actually performed subsequent to receipt of orders, or of an official notice of issuance thereof. Upon receipt of orders, officers should indorse the same to show the hour, date, and place of receipt.

26–24

Extended travel.—An officer performing extended travel, in a mileage status, may be paid mileage for a part of the journey before completing the total travel involved.

26–25

By automobile.—An officer of the Army assigned to duty which necessarily requires him to make round trips of less than one day's duration in the district where his duties lie, is not entitled to mileage where the travel is performed in a Government automobile free of expense to him. (1 Comp. Gen. Dec. 629, May 8, 1922.)

26–26

Air travel.—Mileage is not payable for travel by air. (Comp. Gen. A. D. 7199, October 30, 1922; Bu. Memo. 244, p. 6884.)

26–27

In case of loss of original orders, officers will make claim on the General Accounting Office, Military Division, for mileage performed under the said orders. (Bu. Memo. 54, p. 579; Comp. Dec. August 2, 1905.)

26–28

First appointment.—Officers of the Marine Corps joining from first appointment are entitled to mileage from place of receipt of orders to their stations. (See Digest Comp. Dec. 423.).

26–29

(1) *Comptroller's decisions.*—"The mileage of naval officers is properly payable from the appropriation for the fiscal year in which the major portion of the travel, when such travel covers portions of two fiscal years, is made." (2 Comp. Dec. 14, July 12, 1895.)

(2) "An officer of the Army whose resignation was accepted to take effect at a future date and who was ordered to proceed to his home, and who actually proceeded to his home before said date, is entitled to mileage or actual expenses according to circumstances." (7 Comp. Dec. 42, August 2, 1900.)

(3) Where an officer is assigned to duty at a particular place, and has duties added at another place, travel in the performance of such duties is travel within the meaning of the mileage laws; but if he is directed to perform duties at a particular place and the duties are scattered, travel in their performance is *not* travel within the meaning of the mileage laws. Comp. Dec. June 18, 1902.)

(4) "When a person ceases to be an officer in the Navy by virtue of resignation, he is entitled to mileage only for travel performed previous to the date upon which such resignation takes effect." (Bu. Memo. 67, p. 157; Comp. Dec. August 29, 1906.)

(5) "An officer when traveling under orders is entitled to his expenses of travel or mileage as the case may be, by the route he is ordered to travel; therefore orders 'to proceed to Key West' and thence by steamer to Habana, entitled an officer to mileage as far as Key West; on the return trip, however,

he is not entitled to mileage from Key West, but only from Port Tampa, where his sea voyage terminated, as the orders did not require him to return to Key West." (Bu. Memo. 82, p. 835: Comp. Dec. December 27, 1907.)

(6) When an officer of the Navy is ordered to proceed to a particular port, or to such other port as a certain vessel may be, the terminus of his journey is the port where the vessel may be.

(7) "An officer of the Navy ordered from a point in the United States to a point across the boundary line in British Columbia, under orders contemplating travel by the shortest usually traveled route, is entitled, under the acts of June 7, 1900 (31 Stat. 685), and March 4, 1911 (36 Stat. 1056), to mileage from the point of his departure to the point where he left the United States and to actual expenses from that point to the place of his destination." (Bu. Memo. 126, p. 1871; Comp. Dec. August 31, 1911; 18 Comp. Dec. 152.)

(8) "Orders were given directing a marine recruiting officer to proceed from Richmond to Baltimore and to assume charge of the recruiting subdistrict of Baltimore, with headquarters in that city, thus effecting a change of station. These orders also authorized repeated travel within his district, which included the stations in his former district, but did not contemplate or authorize any repeated travel until after he had reported at Baltimore and assumed charge. Therefore the travel effecting the change of station from Richmond to Baltimore should be considered as separate and distinct from the repeated travel authorized to be performed thereafter, and mileage should be allowed." (Bu. Memo. 147, p. 2528; Comp. Dec. May 21, 1913.)

(9) "More than one round trip is necessary to constitute repeated travel; therefore mileage is allowed where one round trip only is made prior to revocation of orders." (Bu. Memo. 151, p. 2808; Comp. Dec. September 26, 1913.)

(10) "When a naval officer properly ordered to proceed from point to point within the United States travels over a usually traveled route though not the shortest usually traveled one, and his travel orders are canceled while he is at an intermediate point, he is entitled to mileage only as for a distance traveled over the shortest usually traveled route bearing the same ratio to such entire route as the distance actually traveled bears to the entire distance to be traveled over the route chosen.

(11) "When the officer's journey is interrupted under the circumstances mentioned and he is directed to proceed from the intermediate point to a point other than that originally designated he is entitled to mileage between said points computed over the shortest usually traveled route." (Bu. Memo. 167, p. 3495; Comp. Dec. January 25, 1915; 21 Comp. Dec. 480.)

(12) "An officer * * * traveling in a mileage status is not entitled to reimbursement for amounts paid by him for carriage hire or transportation of personal baggage carried with him." (21 Comp. Dec. 534, February 6, 1915.)

(13) An officer of the Marine Corps who, in obedience to orders, performs travel, accompanied by a medical officer and two marines as guards, from the naval hospital, Mare Island, Calif., to Washington, D. C., for treatment at the naval hospital, is entitled to mileage. (Comp. Dec. October 8, 1918; Bu. Memo. 212, p. 4674.)

(14) A retired officer of the Navy who, while absent in Italy on leave, in time of war, was ordered to report to the Secretary of the Navy for temporary duty, is not entitled to traveling expenses or mileage for a greater distance than that from his residence as last recorded at the Navy Department to the city of Washington. (5 Comp. Dec. 329, December 21, 1898.)

(15) An officer who, while on leave of absence, receives an order to proceed to his home to await retirement, and who performed the travel before expiration of his leave, is entitled to mileage from the place of receipt of the order to his home. (10 Comp. Dec. 113, August 6, 1903.)

(16) "Having failed to perform the journey within one year after retirement, he is not considered to have performed the journey within a reasonable time and is therefore not entitled to mileage." (Auditor, July 10, 1906, affirmed by Comp. Decs. 13, 112, August 15, 1906.)

(17) The order for travel is usually given at time of retirement, but there is no law or regulation which makes this a prerequisite to the payment of mileage. (Bu. Memo. 88, p. 732; Comp. Dec. June 18, 1908.)

(18) But the absence of an officer who availed himself of a leave which expired on the date of his retirement for age "can not be made the basis to confer upon him greater rights or benefits than if he had actually been at his station when his retirement took effect." Had the regulations been fully complied with, "the expiration of his leave would have found him at his permanent station." (Comp. Dec. March 12, 1909.)

(19) "A retired officer of the Marine Corps who is relieved from duty and ordered to his home, and proceeds to a place he designates as his present residence, is not entitled to mileage for travel actually performed in reaching such place, but is entitled to mileage from the place he is relieved from duty to his official residence." (17 Comp. Dec. 952, June 17, 1911.)

(20) An officer of the Marine Corps when placed on the retired list is entitled, if ordered to his home and he travels thereto within a reasonable time, to mileage from the place of retirement to his home, which must correspond to that which he has previously reported to the Major General Commandant, Marine Corps. If, on retirement, he selects a place as his home other than that previously reported to the Major General Commandant, and he proceeds thereto within a reasonable time, he would be entitled to mileage for a distance not exceeding that between the place of retirement and that previously reported as his home.

(21) A retired officer of the Army who serves as a witness before a court-martial is entitled, for travel performed in going to and returning from the court, only to the mileage provided for civilian witnesses in such cases, and not to the mileage provided for officers of the Army traveling under competent orders, without troops, although he was expressly ordered by the Secretary of War to appear as a witness before the court-martial. (23 Comp. Dec. 207, September 28, 1916.)

(22) An officer of the Army retired for disability and ordered to his home is not entitled to mileage under said order unless the travel contemplated thereby is actually performed. (25 Comp. Dec. 360, November 6, 1918.)

(23) Members of the Officers' Reserve Corps of the Army are entitled, upon being ordered to active duty, to mileage allowance for travel performed in proceeding to their first duty station. (23 Comp. Dec. 705, June 6, 1917.)

(24) Where the orders to active duty of an officer of the Naval Reserve Force were directed to the place of his official residence as fixed by him at the time of enrollment, which remained unchanged by notice from him, and said orders were received by the officer at the place to which he had subsequently removed, such officer is not entitled to mileage in excess of that from the place of his residence as recorded at the department. (24 Comp. Dec. 371, January 2, 1918.)

(25) Reserve officers ordered to their homes to be placed in an inactive status are entitled to mileage at the rate of 8 cents per mile.

(26) Since mileage is payable only where travel is performed in obedience to orders, an officer of the Naval Reserve Force who was erroneously disenrolled at a place other than that of enrollment may not receive mileage to the place of enrollment in lieu of expenses of travel thereto, the said officer being out of the service when travel was performed. (25 Comp. Dec. 788, April 17, 1919.)

(27) An officer of the Naval Reserve Force relieved from active duty and ordered to his home occupies a situation analogous to a retired naval officer relieved from active duty, and is accordingly entitled to mileage to his home, provided the journey is performed in obedience to orders within a reasonable time after date of release from active duty. (27 Comp. Dec. 478, November 19, 1919; 26 Comp. Dec. 639, overruled.)

(28) An officer ordered to temporary duty at a place where he is on leave, and then ordered to his proper station, is not entitled to mileage. (14 Ct. Claims, 272, Dec. 1878.)

(29) "An officer relieved from duty at a station, and granted leave of absence before assignment to another, who receives an order of assignment before expiration of leave, is entitled to mileage from the place where he receives the order to his new station." (1294 A. R., 1913.)

(30) "An officer under orders to change station without troops who takes advantage of a leave of absence before he joins his new station is not deprived of the mileage to which he would be entitled had he not availed himself of the leave. The leave of absence merely suspends the execution of the order for change of station, and at the expiration of the leave the officer comes under operation of the order, and in obeying it is entitled to full pay for the time necessary to perform the journey from his old to his new station." (A. R. 1293, 1913.)

(31) If ordered to temporary duty during his leave and to obey his first order on the termination of such duty, he is entitled to mileage from old to new station and from place of leave to temporary duty and any excess of distance from place of temporary duty to new station over that from place of leave to new station.

(32) "When an officer is ordered, while on leave of absence, to accompany a detachment of recruits and on the completion of this duty to join his station, he returns to a status of leave as soon as relieved from duty with the

recruits, and will proceed to join his station without expense to the Government, unless the distance he may have to travel without troops should be in excess of what it would have been had he not received the order. For such excess distance, he is entitled to mileage." (1290 A. R., 1913.)

(33) "An officer of the Army whose regular station was at Fort D. A. Russell, Wyo., who, while on leave of absence at Fort Sam Houston, Tex.; received orders to proceed to his home at Lakeville, Conn., and there await retirement from the active service, and who performed the travel in question before the expiration of his leave of absence, is entitled to mileage from the place where he received said orders to his home." (10 Comp. Dec. 113, August 6, 1903.)

(34) An officer on leave who is ordered to rejoin his station is not entitled to mileage unless he is ordered to perform duty en route. An officer relieved from duty at a station and granted leave before assignment to a new station is entitled to mileage from place of receipt of the orders to new station, provided the distance be no greater than from the old to the new station, but if greater, he is entitled to mileage for the distance from the old to the new station only. (11 Comp. Dec. 537, March 18, 1905.)

(35) An officer relieved from duty in the Philippine Islands and directed to proceed to San Francisco, Calif., and report for further orders was granted leave of absence with permission to return to the United States via Europe. After landing on the eastern coast of the United States, he was assigned a station and is entitled to mileage from place of receipt of order to new station, San Francisco not being his station, but a place from which he was to report for orders. (Comp. Dec. April 30, 1906.)

(36) "An officer was ordered to perform certain temporary duty away from his permanent station, then to return to his permanent station and resume his former duties; but after the completion of the temporary duty, leave was granted before return to permanent station; inasmuch as the travel after leave was under orders and did not interfere with the duty enjoined, mileage for such travel is allowed." (Bu. Memo. 78, p. 432; Comp. Dec. August 19, 1907.)

(37) An officer ordered to temporary duty while on leave of absence is entitled to mileage from the place of receipt of orders to the place of performance of duty and for the return to the place of receipt of orders, provided the journey is actually performed. (See 15 Comp. Dec. 599, 16 Comp. Dec. 179, September 29, 1909.)

(38) If a station of an officer is changed while he is on temporary duty or while in a hospital to which he has been ordered, or if ordered to temporary duty and there granted a leave of absence, during which his station is changed, the place of temporary duty should be viewed as his old station in computation of mileage.

(39) "An officer of the Marine Corps who, while on leave of absence, is ordered to temporary duty en route to his permanent station, is entitled to mileage from the place he received the order to the place of temporary duty,

but not from that place to his permanent station when the distance from said place to his permanent station is less than from the place he received the order to the permanent station." (16 Comp. Dec. 179, September 29, 1909.)

(40) "An officer detached from his station and granted sick leave of absence, when ordered to new station, is entitled to mileage from the place he received his orders, this being his address while on leave and his orders having been sent to this address, to the place of his new duty." (Bu. Memo. 117, p. 1621; Comp. Dec. November 12, 1910.)

(41) Under the act of June 12, 1906 (34 Stat. 246), an officer of the Army whose regiment changed station under orders while he was on a leave of absence at a place more distant from the new station of the regiment than from the old to the new station, became entitled to mileage on joining the regiment at the new station for a distance equal to that from the old to the new station of the regiment. (20 Comp. Dec. 273, November 1, 1913.)

(42) "An officer who, while on leave, receives orders detaching him from his station and directing him to proceed to another station, is entitled to mileage from the place where on leave to the new station, provided the distance is less than from his old station to the new." (Bu. Memo. 165, p. 3418; Comp. Dec. November 19, 1914; also Bu. Memo. 159, p. 306; Comp. Dec. May 19, 1914.)

(43) "An officer of the Navy having been detached from duty and granted leave of absence, his address while on leave having been stated to the Bureau of Navigation, is entitled to mileage from the place to which his orders were addressed to the place of his next duty when ordered thereto." (Bu. Memo. 166, p. 3468; Comp. Dec. December 8, 1914.)

(44) An officer under orders to change station without troops who, before joining the new station, avails himself of a leave of absence, and during the continuation of the leave another station is designated, is, on joining the last-named station, entitled to mileage from the station he left to go on leave to the last-named station. (19 Comp. Dec. 418, Rose case; August 15, 1916, Riggs case.)

NOTE.—This paragraph has application to an officer who, when he availed himself of the leave, was not, under his orders, to return to the old station, but was to go to one already designated, or to one substituted in orders for the one or ones previously designated. Where there is a substitution, the station at which the officer reports under his orders is known as the ultimate station, and mileage accrues from the old to the ultimate station. This paragraph states the general rule, the exception being that "an officer under orders to change station without troops, who, before joining the new station, avails himself of a leave of absence, and during the continuance of the leave" receives an order sending him back for duty to the station he left to go on leave, is entitled to mileage from the place where he receives the order to the station he left to go on leave, provided the distance be not greater than from the place to which first ordered; but if the distance be greater, he is entitled to mileage for a distance equal to that from the place to which first ordered to the old station (Comp. Dec. February 3, 1908; case Col. J. A. Lundeen), which should be applied only where the officer's orders take him back to the old station before he has reported under orders at any other station.

(45) Where orders issued to a naval officer grant him sick leave of absence for a period of three months and direct him upon expiration thereof to proceed to another station and report for physical examination to determine his fitness for duty, mileage is properly payable to the officer for the necessary travel performed in complying with the orders at expiration of his leave. (27 Comp. Dec. 977, May 14, 1921.)

(46) The fact that the unexpired portion of leave granted a naval officer is revoked and he is ordered to make a change of station, does not entitle him to any greater mileage than had the change of station been made while on duty, and he is entitled to mileage only from the old to the new station. (2 Comp. Gen. Dec. 217, September 20, 1922.)

(47) An officer of the Navy who does not carry out the instructions contained in his orders as to the manner in which travel shall be performed is not entitled to mileage. (Comp. Gen. Dec. January 30, 1923, A. D. 7417.)

(48) An officer of the Army who absents himself from his station under leave of absence does so as to his own risk, and if the Government temporarily requires his services at his station he must bear all expenses of reporting thereto and returning to place where he received notice of the orders requiring his service and he is not entitled to mileage for such travel. (2 Comp. Gen. Dec. 424, January 8, 1923.)

DISTANCES, OFFICIAL

26–36

(1) *Shortest route.*—"* * * Hereafter the settlement of all traveling expense claims, where the payment of such is authorized by existing law, and the determination of distances and of what constitutes the shortest usually traveled route in the meaning of laws relating to traveling allowances, shall accord to such rules as the Secretary of the Navy may prescribe." (Naval appropriation act, March 3, 1909, 35 Stat. 774.)

(2) *Army distance tables.*—"It is hereby directed in pursuance of the act of March 3, 1909, and after correspondence with the honorable the Secretary of War, that in the settlement of traveling allowances in the United States Marine Corps the determination of distances and of what constitutes the shortest usually-traveled route shall conform to the information contained in the Army distances tables and amendments thereto in effect at the date of payment." (Sec. Navy, July 2, 1909.) Distance between two points of travel is fixed absolutely by mileage tables prepared by the Paymaster General, United States Army, under the direction of the Secretary of War, regardless of the actual distance. (7 Comp. Dec. 304, January 5, 1901.)

(3) For instructions in connection with the determination of distances and of what constitutes the shortest usually traveled route within the meaning of the travel allowance law of September 22, 1922, see articles 26–90 and 26–91, Marine Corps Manual. (C. M. C. M. 3.)

OFFICIAL ROUTES

26-37

The established (official) routes of travel for mileage purposes for travel involving points beyond the continental limits of the United States are as follows:

(1) Between points within the continental limits of the United States and points in the Philippine and Hawaiian Islands, in Japan, Guam, or in Asia, via San Francisco, Calif., and Honolulu, Hawaii (for Hawaiian Islands), Guam (for island of Guam), and Manila, P. I. (for points in Philippines, Japan, and Asiatic countries).

(2) Between points within the continental limits of the United States and points in Europe, via New York, N. Y., and that port in Europe nearest destination to which first-class steamship accommodations are available.

(3) Between points within the continental limits of the United States and points in Porto Rico, via New York, N. Y., and transport.

(4) Between points within the continental limits of the United States and points in Cuba, via rail to Key West, Fla., and steamer to Habana, excepting points in Florida lying south of the Seaboard Airline Railway branch between Jacksonville and Chattahoochee River and to the west of the St. John's River the route for these points being via Tampa, Fla., and steamer to Habana, Cuba.

(5) Between points within the continental limits of the United States and points in the Canal Zone the official route for mileage and travel pay purposes is via New York City, if the official distance from the point within the continental limits of the United States to New York City is less than that to San Francisco. Otherwise the official route is via San Francisco.

(6) Between points in Alaska, Hawaiian Islands, Philippine Islands, and points in the Canal Zone, in Porto Rico, Cuba, and in Europe via official port of entry on Pacific coast of the United States and official port of debarkation on Atlantic coast as prescribed in these regulations.

(7) Between points within the continental limits of the United States and points in the Republics of Haiti and Santo Domingo, via New York, N. Y., and commercial lines to ports therein.

(8) Between points in Alaska and the United States via Alaskan ports and Seattle, Wash.

RENTAL ALLOWANCE FOR OFFICERS

26-38

(1) *Law authorizing.*—" * * * Except as otherwise provided in the fourth paragraph of this section, each commissioned officer below the grade of brigadier general or its equivalent, in any of the services mentioned in the title of this act, while either on active duty or entitled to active-duty pay shall be entitled at all times to a money allowance for rental of quarters. The amount

of such money allowance for the rental of quarters shall be determined by the rate for one room to be fixed by the President for each fiscal year in accordance with a certificate furnished by the Secretary of Labor showing the costs of rents in the United States for the preceding calendar year as compared with rents for the calendar year 1922. Such rate for one room is hereby fixed at $20 per month for the fiscal year 1923, and this rate shall be the maximum and shall be used by the President as the standard in fixing the same or lower rates for subsequent years.

(2) ***With dependent.***—" To an officer having a dependent, receiving the base pay of the first period the amount of this allowance shall be equal to that for two rooms, to such an officer receiving the base pay of the second period the amount of this allowance shall be equal to that for three rooms, to such an officer receiving the base pay of the third period the amount of this allowance shall be equal to that for four rooms, to such an officer receiving the base pay of the fourth period the amount of this allowance shall be equal to that of five rooms, and to such an officer receiving the base pay of the fifth or sixth period the amount of this allowance shall be equal to that for six rooms.

(3) ***No dependent.***—"An officer having no dependent, receiving the base pay of the first or second period shall receive the allowance for two rooms, such an officer receiving the base pay of the third or fourth period shall receive the allowance for three rooms, and such an officer receiving the base pay of the fifth or sixth period shall receive the allowance for four rooms.

(4) " No rental allowance shall accrue to an officer having no dependents while he is on field or sea duty, nor while an officer with or without dependents is assigned as quarters at his permanent station the number of rooms provided by law for an officer of his rank or a less number of rooms in any particular case wherein, in the judgment of competent superior authority of the service concerned, a less number of rooms would be adequate for the occupancy of the officer and his dependents.

(5) " ***Regulations*** in execution of the provisions of this section in peace and in war shall be made by the President and shall, whenever practicable in his judgment, be uniform for all of the services concerned, including adjunct forces thereof * * *." (Act of June 10, 1922, as amended by act of May 31, 1924.)

(6) ***General officers.***—" * * * That commencing July 1, 1922, * * * a brigadier general * * * and * * * a major general of the * * * Marine Corps * * * shall be entitled * * * to the same money allowance for rental of quarters as is authorized in section 6 of this act for officers receiving the pay of the sixth period: *Provided*, That when the total of base pay, subsistence, and rental allowance exceeds $7,500 for officers serving in the grade of brigadier-general of the * * * Marine Corps * * * and $9,700 for those serving the in grade of major general of the * * * Marine Corps, * * * the amount of the allowances to which such officer is entitled shall be reduced by the amount of the excess above $7,500 or $9,700, respectively * * *."

(7) ***Officers below grade of brigadier general.***—"* * * That when the total of base pay, pay for length of service, and allowances for subsistence and rental of quarters, authorized in this act for any officer below the grade of brigadier general or its equivalent, shall exceed $7,200 a year, the amount of the allowances to which such officer is entitled shall be reduced by the amount of the excess above $7,200 * * *." (Act of June 10, 1922.)

NOTE.—Deduction of the necessary amount should be made from the rental allowance.

(8) ***Warrant officers.***—"* * * That warrant officers of the * * * Marine Corps * * * shall be entitled at all times * * * to the same money allowance for rental of quarters as is authorized in section 6 of this act for officers receiving the pay of the first period * * *." (Act of June 10, 1922.)

(9) "***Pay clerks*** of the Marine Corps are entitled to the same rental * * * allowances as second lieutenants of the Marine Corps of the same length of service." (2 Comp. Gen. Dec. 194, September 12, 1922.)

(10) ***The presidential regulations*** in execution of section 6 of the act of June 10, 1922 (as amended by the act of May 31, 1924), approved August 13, 1924, are quoted as follows:

EXECUTIVE ORDER

Under authority of section 2 of the act of Congress approved May 31, 1924, the following regulations are promulgated:

Regulations

In execution of the provisions of section 6 of an act of Congress approved June 10, 1922, entitled "An act to readjust the pay and allowances of the commissioned and enlisted personnel of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service" (42 Stat. 625), as amended by an act of Congress approved May 31, 1924 (Public No. 171), hereinafter referred to as "this act," the following regulations are hereby promulgated and made applicable to the several services concerned, including adjunct forces thereof.

I. *Definitions.*—(*a*) The term "on active duty or entitled to active duty pay" shall be construed as describing the status of any officer on the active list at all times and any other officer when required to perform duty in accordance with law for which he is entitled to active duty pay from the United States: *Provided*, That any such officer be not absent from duty under conditions which under the laws governing the particular service concerned would prevent him from receiving full pay.

(*b*) The term "dependents" shall include at all times and in all places a lawful wife and unmarried children under 21 years of age. It shall also include the mother of the officer, provided she is in fact dependent upon him for her chief support.

(*c*) The term "field duty" shall be construed to mean service, under orders, with troops operating against an enemy, actual or potential.

(*d*) The term "sea duty" shall be construed to mean service at sea by an officer in a vessel employed by authority of law under orders requiring him to report for duty on board said vessel or assigning him to duty in command of vessels or as a member of the staff of such commander: *Provided*, That the officer concerned is not during the same period required to render service on shore of a character determined by the department concerned to be paramount to the duty which he is required to render at sea.

(*e*) The term "permanent station," as used in this act, shall be construed to mean the place on shore where an officer is assigned to duty or the home yard or the home port of a vessel on board which an officer is required to perform duty, under orders in each case which do not in terms provide for the termination thereof; and any station on shore or any receiving ship where an officer in fact occupies with his dependents public quarters assigned to him without charge shall also be deemed during such occupancy to be his permanent station within the meaning of this act.

(*f*) The term "competent superior authority" shall be construed to mean the officer required by regulations of the department concerned to assign public quarters.

(*g*) The term "number of rooms provided by law for an officer of his rank" shall be deemed to mean the number of rooms prescribed in the act of March 2, 1907 (34 Stat. 1169), for an officer of the rank in which he is commissioned or to which his rank or position is assimilated by law for purposes of quarters in kind, as follows: Second lieutenants, 2 rooms; first lieutenants, 3 rooms; captains, 4 rooms; majors, 5 rooms; lieutenant colonels, 6 rooms; colonels, 7 rooms; brigadier generals, 8 rooms; major generals, 9 rooms; lieutenant generals, 10 rooms.

II. *Assignment of quarters.*—(*a*) The assignment of quarters to an officer shall consist of the designation in accordance with regulations of the department concerned of quarters controlled by the Government for occupancy without charge by the officer and his dependents, if any.

(*b*) Every officer permanently stationed at a post, yard, or station where public quarters are available will be assigned thereat as quarters the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined by competent superior authority, in accordance with regulations of the department concerned, to be adequate in the particular case for the occupancy of the officer and his dependents, if any; which regulations shall provide among other things that quarters voluntarily occupied by an officer with his dependents shall be conclusively presumed to be adequate, and shall be assigned accordingly: *Provided*, That this regulation shall not be construed as prohibiting the assignment as quarters to an officer of a dwelling having a number of rooms greater than that provided by law for an officer of his rank where the arrangement of rooms is such that separation into smaller quarters is impracticable.

(*c*) No officer who, when adequate quarters are not available for assignment to him at his permanent station, is permitted or required personally to occupy inadequate quarters at said station shall so occupy more than one room and a bath.

(*d*) Any unassigned quarters at a post, yard, or station may, with the permission of competent superior authority, and so long as not needed for assignment to officers on permanent duty thereat, be occupied by officers not permanently stationed thereat, but no officer unaccompanied by dependents will be permitted to occupy as quarters at a post, yard, or station other than his permanent station more than one room and a bath.

III. *Payments.*—(*a*) Except as otherwise provided in these regulations, the money allowance for rental of quarters shall be paid by disbursing officers of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service to all officers entitled thereto who are paid their salaries by such disbursing officers respectively, such payments of money allowance for rental of quarters to be made periodically upon submission of evidence necessary to substantiate the payee's right to such money allowance.

(*b*) An officer who has no dependents shall not be paid a rental allowance for any period during which he is on field or sea duty.

(*c*) No officer shall be paid a rental allowance for any period during which he is assigned as quarters at his permanent station the number of rooms provided by law for an officer of his rank, or a less number of rooms which have been determined in accordance with these regulations to be adequate in the particular case.

(*d*) Rental allowance that has accrued under this act since July 1, 1922, shall be paid by such disbursing officers as may be designated by the head of the department concerned or, if deemed necessary by him, claims therefor shall be referred to the General Accounting Office for settlement.

CALVIN COOLIDGE.

THE WHITE HOUSE,
August 13, 1924.

No. 4063

26–39

Table of allowances

	Number of rooms	
	With dependents	Without dependents
Major general	[1] 6	4
Brigadier general	[1] 6	4
Sixth pay period	[1] 6	4
Fifth pay period	6	4
Fourth pay period	5	3
Third pay period	4	3
Second pay period	3	2
First pay period	2	2
Warrant officers	2	2

[1] When the total of base pay, longevity pay, and allowances for a major general, a brigadier general, or a colonel exceeds $9,700, $7,500, or $7,200, respectively, per annum, the rental allowance will be reduced so that said amount will not be exceeded.

26–40

Based on pay period.—The rental allowance is based upon the period of the officer for pay purposes, the allowance being increased for officers *with* dependents.

26–41

Payable when on active duty.—The rental allowance is payable to officers at all times while either on active duty or entitled to active duty pay, except that:

(*a*) No rental allowance shall accrue to an officer having no dependents while he is on field or sea duty.

(*b*) No rental allowance shall accrue to an officer with or without dependents while he is assigned as quarters at his permanent station the number of rooms provided by law for an officer of his rank or a less number of rooms in any particular case wherein, in the judgment of competent superior authority, a less number of rooms would be adequate for the occupancy of the officer and his dependents.

26-42

(1) *Active duty.*—An officer shall be "on active duty or entitled to active-duty pay" for rental allowance purposes when he is on the active list or when he is required to perform duty in accordance with law for which he is entitled to active-duty pay from the United States. An officer shall not be "on active duty or entitled to active-duty pay" for rental allowance purposes when he is absent from duty under conditions which, under the laws governing the Navy, prevent him from receiving full pay.

(2) *Field duty and sea duty.*—An officer shall be on "field duty" for rental allowance purposes when on service, under orders, with troops operating against an enemy, actual or potential. An officer shall be on "sea duty" for rental allowance purposes when on service at sea in a vessel employed by authority of law under orders requiring him to report for duty on board said vessel or assigning him to duty in command of vessels or as a member of the staff of such commander. An officer shall be considered as not on "sea duty" for rental allowance purposes during any period when he is required to render service on shore of a character determined by the Navy Department to be paramount to the duty which he is required to render at sea.

(3) *Permanent station.*—The "permanent station" of an officer for rental allowance purposes shall be the place on shore where an officer is assigned to duty, or the home yard or the home port of a vessel on board which an officer is required to perform duty, under orders in each case which do not in terms provide for the termination thereof. Also any station on shore or any receiving ship where an officer in fact occupies with his dependents public quarters assigned to him without charge shall be deemed during such occupancy to be his permanent station for rental allowance purposes.

(4) *Assignment of quarters.*—An "assignment of quarters" to an officer shall consist of the designation, in accordance with the regulations of the Navy Department, by such officer as is required under the Navy Regulations to assign public quarters, of quarters controlled by the Government for the occupancy without charge by the officer and his dependents, if any.

26-43

(1) *Detached from station.*—If an officer in the occupancy of public quarters is detached from a shore station the commanding officer will indorse on his original orders the date on which public quarters were vacated, and a certified copy of such orders, bearing such certificate of the commanding officer, will be filed with the first "Voucher for rental or subsistence allowances, or both" submitted, claiming rental allowance after detachment.

(2) If an officer in a rental allowance status is detached from a shore station, the disbursing officer carrying his pay accounts prior to detachment will indorse on the transfer pay accounts the date to and including which rental allowance was last credited.

(3) *Detached from sea or field duty.*—The fact that an officer has been detached from sea (or field) duty is evidenced by his orders.

26–44

Absence.—Officers are not entitled to rental allowances for periods of absence without leave or excess authorized leave~~, or for periods of absence on account of injury, sickness or disease resulting from own intemperate use of drugs or alcoholic liquors,~~ or other misconduct.

26–45

(1) ***An officer with dependents is entitled*** to rental allowance:

- (*a*) When stationed on permanent shore duty (either within or without the continental limits of the United States) except when assigned thereat, as quarters, the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined to be adequate in the particular case for the occupancy of the officer and his dependents. The rental allowance thus payable continues for time absent from such station on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty away from such permanent station, except as provided in subparagraph (*d*).
- (*b*) When on sea (or field) duty, including time absent therefrom on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest or on temporary duty away from such sea (or field) duty, except for such period during which assigned, as quarters, at the home yard or the home port of the vessel on board which he is required to perform duty, the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined to be adequate in the particular case for the occupancy of the officer and his dependents, and except as provided in subparagraph (*d*).
- (*c*) For the interim following detachment from permanent station and preceding reporting at a new permanent station, including time on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty at a shore station, while awaiting orders, while awaiting transportation to new station to which under orders to proceed, inclusive of the four days or lesser period of authorized delay in proceeding or portion of such in fact so awaiting, and while in the performance of travel, except as provided in subparagraph (*d*).
- (*d*) Rental allowance is not payable to an officer with dependents for any period during which he in fact occupies with his dependents public quarters assigned to him without charge at a station on shore or on a receiving ship.

(2) *An officer without dependents is entitled* to rental allowance:

(*a*) When stationed on permanent shore duty (either within or without the continental limits of the United States) except when assigned thereat, as quarters, the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined to be adequate in the particular case for the occupancy of the officer. The rental allowance thus payable continues for time absent from such station on authorized leave (not in excess of statutory leave limit) on sick leave, in hospital, under arrest, or on temporary duty away from such permanent station.

(*b*) When required to render, while on sea duty, service on shore of a character determined by the Navy Department to be paramount to the duty which he is required to render at sea.

(*c*) For the interim following detachment from permanent station and preceding reporting at a new permanent station, including time on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty at a shore station while waiting orders, while awaiting transportation to new station to which under orders to proceed, inclusive of the four days or lesser period of authorized delay in proceeding, or portion of such in fact so awaiting and while in the performance of travel.

26–46

(1) *Forms to be used.*—Forms N. M. C. 426 and N. M. C. 729, approved by the Comptroller General May 26, 1923, will be used exclusively by officers of the Marine Corps paid by disbursing officers of the paymaster's department. In the case of officers claiming subsistence or rental allowance, or both, for dependent mother, the latest approved form will be used as a sub-voucher, to be filed with the voucher for January and July of each year and at such other times as necessity requires.

(2) *When N. M. C. 729 not necessary.*—In connection with the use of commanding officer's certificate (N. M. C. 729), as to availability of quarters, it will not be necessary to file N. M. C. 729 in the case of officers on duty under the following conditions, as no public quarters are available for assignment to such officers:

Navy Department, Washington, D. C.
Headquarters U. S. Marine Corps,[1] Washington, D. C.
Recruiting offices in any city.
Assistant paymaster, Philadelphia, Pa.
Assistant paymaster, Atlanta, Ga.
Assistant paymaster, San Francisco, Calif.
Depot of supplies, Philadelphia, Pa.
Depot of supplies, San Francisco, Calif.
Department of the Pacific, San Francisco, Calif.

---

[1] Quarters available for the Major General Commandant.

26–47

Rental allowance is based on a 30-day month.

26–48

Rescinded. (C. M. C. M. 1.)

26–49

Laws repealed by act of June 10, 1922.—Only the laws providing for commutation of quarters are repealed by the provisions of section 15 of the act of June 10, 1922; the laws relating to the furnishing of public quarters continue in effect, and there is substituted for commutation of quarters the money allowance for rental of quarters provided by section 6 of the act of June 10, 1922.

26–50

(1) An officer of the Army who on the date he entered on leave from duty at his station was in the occupancy of quarters at said station, or for whom public quarters were there available for his occupancy during his absence therefrom upon the leave, is not entitled to a rental allowance for period of said leave. (2 Comp. Gen. Dec. 432, January 11, 1923.)

(2) An officer of the Army for whom public quarters were available at the date he entered on a leave of absence does not become entitled to a rental allowance by reason of the fact that his quarters were for a portion of such leave undergoing repairs. (2 Comp. Gen. Dec. 433, January 11, 1923.)

26–51

Naval Reserve officer.—An officer of the Naval Reserve Force ordered to duty for training on a ship afloat who performs duty thereon incident thereto, wears the uniform, is subject to the regulations and to the orders of the commanding officer thereof, and is quartered and messed on board, is on "sea duty" and is entitled to a rental allowance if he have a dependent or dependents for whom public quarters are not available. (2 Comp. Gen. Dec. 548, March 13, 1923.)

Subsistence Allowance, Officers

26–56

(1) *Law authorizing.*—" * * * That each commissioned officer on the active list or on active duty below the grade of brigadier general or its equivalent, in any of the services mentioned in the title of this act, shall be entitled at all times, in addition to his pay, to a money allowance for subsistence, the value of one allowance to be determined by the President for each fiscal year in accordance with a certificate furnished by the Secretary of Labor showing the comparative retail cost of food in the United States for the previous

calendar year as compared with the calendar year 1922. The value of one allowance is hereby fixed at $0.60 per day for the fiscal year 1923, and this value shall be the maximum and shall be used by the President as the standard in fixing the same or lower values for subsequent years. To each officer of any of the said services receiving the base pay of the first period, the amount of this allowance shall be equal to one subsistence allowance; to each officer receiving the base pay of the second, third, or sixth period, the amount of this allowance shall be equal to two subsistence allowances; and to each officer receiving the base pay of the fourth or fifth period, the amount of this allowance shall be equal to three subsistence allowances: *Provided*, That an officer with no dependents shall receive one subsistence allowance in lieu of the above allowances. * * *

(2) "* * * That commencing July 1, 1922, * * * a brigadier general * * * and * * * a major general of the * * * Marine Corps * * * shall be entitled to the same money allowance for subsistence as is authorized in section 5 of this act for officers receiving the pay of the sixth period: *Provided*, That when the total of base pay, subsistence, and rental allowances exceeds $7,500 for officers serving in the grade of brigadier general of the * * * Marine Corps * * * and $9,700 for those serving in the grade of major general of the * * * Marine Corps, * * * the amount of the allowances to which such officer is entitled shall be reduced by the amount of the excess above $7,500 or $9,700, respectively. * * *

(3) "* * * That when the total of base pay, pay for length of service, and allowances for subsistence and rental of quarters, authorized in this act for any officer below the grade of brigadier general or its equivalent, shall exceed $7,200 a year, the amount of the allowances to which such officer is entitled shall be reduced by the amount of the excess above $7,200 * * *." (Act of June 10, 1922.)

NOTE.—Deduction of the necessary amount should be made from the rental allowance.

(4) "* * * That warrant officers of the * * * Marine Corps * * * shall be entitled at all times to the same money allowance for subsistence as is authorized in section 5 of this act for officers receiving the pay of the first period, * * *." (Act of June 10, 1922.)

26–57

(1) *General provisions.*—Commissioned and warrant officers of the Marine Corps when in a pay status are entitled to subsistence allowance at all times.

(2) The subsistence allowance is credited on the basis of the actual number of days in a calendar month.

(3) *Officers without dependents* when in a pay status are entitled at all times to one subsistence allowance regardless of their grade or length of service.

(4) *Officers with dependents* when in a pay status are entitled at all times to an increased subsistence allowance based on the pay period under which an officer is classified for the purposes of base pay.

(5) Rescinded. (C. M. C. M. 1.)

(6) To establish the dependency of the mother of a naval officer under section 4, act of June 10, 1922 (42 Stat. 627), to entitle him to the additional allowances for subsistence provided by section 5 of said act for officers maintaining dependents, it must be shown that the mother's monthly income in cash or other elements of value entering into the cost of living received from other sources does not equal or exceed the contribution regularly made by the officer for her support. (2 Comp. Gen. Dec. 41, July 22, 1922.)

(7) Subsistence allowance under the act of June 10, 1922, continues payable while officers are traveling either in an actual expense, per diem, or mileage status. (2 Comp. Gen. Dec. 113, August 14, 1922.)

(8) The right to the subsistence allowance does not depend on an officer's duty status in the field or elsewhere, but is contingent in amount payable upon whether he has or has not dependents. (Comp. Gen. A. D. 6987, August 24, 1922.)

(9) *Pay clerks* of the Marine Corps are entitled to the same subsistence allowances as a second lieutenant of the Marine Corps of same length of service. (2 Comp. Gen. Dec. 194, September 12, 1922.)

(10) *An officer of the Navy* detached from sea duty and ordered to a receiving ship under arrest is entitled to a subsistence allowance while on board said receiving ship under arrest and awaiting trial. (2 Comp. Gen. Dec. 432, January 11, 1923.)

TRAVEL ALLOWANCE, OFFICERS DISCHARGED

26-61

(1) *Law authorizing.*—"When an officer shall be discharged from the service, except by way of punishment for an offense, he shall receive for travel allowances from the place of his discharge to the place of his residence at the time of his appointment, or to the place of his original muster into the service, 4 cents per mile. And for sea travel on discharge, actual expenses only shall be paid to officers." (Act of March 2, 1901, 31 Stat. 902.)

(2) But hereafter, for the purpose of determining allowances for officers on discharge, "travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States and between the United States and Alaska shall not be regarded as sea travel, and shall be paid for at the same rates established by law for land travel." (Act of June 12, 1906, 34 Stat. 247.)

26-62

(1) In the case of officers discharged or disenrolled from the Marine Corps Reserve (other than class 1 (*c*) and (*d*), who were discharged from the regular Marine Corps to be enrolled and appointed in the Marine Corps Reserve: The place of acceptance for enlistment in the Marine Corps, if appointed from the ranks, or the place of acceptance or appointment in the regular Marine Corps if enrolled and appointed in the reserve from commis-

sioned, warranted, or appointed grades in the regular or temporary force of the Marine Corps proper.

(2) Upon discharge, they may be paid final pay, including travel pay, before leaving a post or camp.

26–63

(1) *Decisions.*—Pay overdrawn by an officer is a proper charge against travel pay due him on discharge. (Comp. Treas., July 28, 1899.)

(2) An officer of the Army who was discharged on December 2, 1898, to take effect December 31, 1898, and ordered to proceed to his home, but who remained in service until his discharge took effect, is not entitled to mileage to his home, but is entitled to travel pay to the place where he entered the service. (6 Comp. Dec. 360, October 18, 1899.)

(3) A dismissal of an officer of the Army by the President under section 17 of the act of July 17, 1862 (12 Stat. 596), " for any cause which, in his judgment, either renders such officer unsuitable for, or whose dismission would promote, the public service," is not a discharge " by way of punishment for an offense" within the meaning of the act of January 29, 1813 (2 Stat. 796), and it does not deprive him of the traveling allowance provided for therein. (7 Comp. Dec. 544, March 18, 1901.)

(4) An officer who tenders his resignation and is honorably discharged is not entitled to travel pay. (189 U. S. 471, April 27, 1903—case U. S. *v.* Sweet.)

(5) When an officer of the Army is discharged at the place where he received appointment, such place is the place of residence within the meaning of the travel-pay law of March 2, 1901 (31 Stat. 902), to which he is entitled to be returned upon honorable discharge. (25 Comp. Dec. 860, May 8, 1919.)

TRAVELING EXPENSES

26–71

(1) *Law authorizing.*—" * * * But in cases when orders are given for travel to be performed repeatedly between two or more places in the same vicinity, as determined by the head of the executive department concerned, he may, in his discretion, direct that actual and necessary expenses only be allowed. Actual expenses only shall be paid for travel under orders in alaska and outside the limits of the United States in North America. Unless otherwise expressly provided by law, no officer of the services mentioned in the title of this Act shall be allowed or paid any sum in excess of expenses actually incurred for subsistence while traveling on duty away from his designated post of duty, nor any sum for such expenses actually incurred in excess of $7 per day. The heads of the executive departments concerned are authorized to prescribe per diem rates of allowance, not exceeding $6, in lieu of subsistence to officers traveling on official business and away from their designated posts of duty, * * *." (acts of 6/10/22 and 6/1/26)

(2) "* * * That all officers, warrant officers, and enlisted men of all branches of the * * * Marine Corps, * * * when detailed to duty involving flying, shall receive the same * * * allowance for traveling expenses as are now authorized for the performance of like duties in the Army. * * *." (Act of June 10, 1922.)

(3) "* * * That officers performing travel by Government-owned vessels for which no transportation fare is charged, shall only be entitled to reimbursement of actual and necessary expenses incurred." (Naval appropriation act of February 11, 1925.)

(4) "Individuals belonging to any of the services mentioned in the title of this act, including the National Guard and the reserves of such services, traveling under competent orders which entitle them to transportation or transportation and subsistence as distinguished from mileage, who, under regulations prescribed by the head of the department concerned, travel by privately owned conveyance, shall be entitled, in lieu of transportation by the shortest usually traveled route now authorized by law to be furnished in kind, to a money allowance at the rate of 3 cents per mile for the same distance: *Provided*, That this provision shall not apply to any person entitled to traveling expenses under the subsistence expense act of 1926." (Act of June 10, 1922, as amended May 29, 1928.) (C. M. C. M. 4.)

26–72

Civil employees traveling under orders entitling them to reimbursement for actual expenses will be reimbursed at the rate and under the conditions prescribed in their orders, in accordance with the provisions of Standardized Government Travel Regulations, approved by the President August 11, 1926. (C. M. C. M. 1.)

26–73

Navy regulations.—For general reference as to regulations, allowances, etc., see Navy Regulations 1808 to 1818, inclusive.

26–74

(1) ***Vouchers for traveling expenses*** of marine officers will be prepared on Standard Form 1012 and transmitted direct to the disbursing officer (Paymaster's Department) of the Marine Corps, who is to settle the claims, accompanied by original orders, with modifications thereto, if any, indorsed to show the hour, date, and place of receipt, together with certified copies, in duplicate, of such orders and of all indorsements, one copy to be attached to the original and one to the duplicate voucher.

(2) *Repeated travel.*—Where an officer performs repeated travel under a single order, one copy attached to the original and one to the duplicate of the first travel expense voucher submitted will suffice for all subsequent travel performed under such order, so long as they are settled by the same pay office; provided, that the vouchers are indorsed by the pay officer to show that payment has been indorsed on the original orders, giving voucher number and month.

(3) Reimbursement for expenses incurred in travel performed outside the United States and for repeated travel in the United States may be made by any disbursing officer (Paymaster's Department), United States Marine Corps.

(4) The mere statement that it was impracticable to obtain receipts for hotel bill and lodging, sleeping-car, parlor-car, and stateroom fares will not be accepted. Items for meals and tips should indicate whether expenditures were made on train, at a restaurant, or hotel. (C. M. C. M. 5.)

(5) The hour and date of departure from and arrival at office, residence, or domicile and other points will be shown on the face of the voucher.

(6) All subvouchers will be numbered consecutively, and the numbers thereon will be entered on the face of the voucher opposite the items they support. (See art. 23–220.)

(7) The railroad and connections over which transportation is procured will be stated on the face of each voucher opposite the amount claimed for reimbursement of the cost of such transportation. When the transportation is procured upon Government request, the number of the transportation request and the railroad and connections will be stated on each voucher. Items for which no reimbursement is claimed will be shown in their proper chronological order.

(8) Claims for the allowance of 3 cents per mile should be stated on travel-expense vouchers (Standard Form 1012), as follows:

"For allowance for transportation in privately owned conveyance from ________________________ to ________________, ___________ miles (O. T. D)." the amount involved being extended in the column headed "Other expenses." (C. M. C. M. 4)

(9) Vouchers covering items of expense incurred while traveling on sea, either on a commercial steamer or a vessel of the Navy, will show the date, hour, and place of embarkation and debarkation, and the date and hour of sailing and of arrival at point of destination.

(10) In the settlement of claims for reimbursement of traveling expenses, the following rules will govern:

(*a*) In no case will the allowance for meals, lodging, bath, and tips at meals and at hotel exceed $7 per day. Three meals and a lodging will be considered a full day.

(*b*) In the settlement of claims for reimbursement of traveling expenses the day will be considered as beginning with breakfast and ending with lodging. Lodging obtained after midnight will be regarded as pertaining to the preceding day. (C. M. C. M. 5.)

(*b*) In determining the number of days, the count will be made from the initial expense for meal or lodging incurred at any point. In no single day will the allowance exceed $7. For instance, the expenditure of $6.50 on one day would not justify an expenditure of $7.50 the succeeding day.

(*c*) The authorized maximum rate being specified as not to exceed $7 per day, the expense for each day must be computed separately, except where hotel bills for meals and lodging are filed, in which case the total amount of the bill should be entered on the voucher in one item, thus: "Meals and lodging from breakfast May 21 to luncheon May 25, at New York (Vou. No. ——)."

(*d*) In trips of less than one day where one, two, or three meals only are taken, the allowance for meals and tips at meals as per schedule provided in Navy Regulations will govern. If a single meal and lodging only are taken, the allowance will not exceed $3.50, including tips, or if two meals and lodging only are taken, the allowance will not exceed $5.25, including tips. In this connection, however, the charge for meals must not exceed the schedule allowance.

(*e*) On trips of more than one full day where fractions of a day occur at journey's end, the allowance will be computed thus: One meal $1.75, including tips; one meal and lodging, $3.50, including tips, etc.

(*f*) The allowance for expenditures on train will not exceed the rates prescribed in the schedule laid down in Navy Regulations. Tips to porter on train or boat are exclusive of meal tips.

(*g*) The allowance for travel by train outside the continental limits of the United States is the same as provided for such travel within the continental limits.

26-75

Sea travel.—Travel from any point on the Atlantic to a United States port thereon is travel on the Atlantic within the meaning of the travel schedules covering travel outside the United States and, consequently, an officer performing such travel on a commercial vessel is entitled to fees for sea travel as provided in Navy Regulations for travel "On Atlantic." The provision appearing in the above-mentioned article reading "West Indies, Cuba, Porto Rico, Panama," etc., applies to travel by water from one point to another at or between the places specified. (Ind. Sec. Navy to M. G. C., May 13, 1914.)

26-76

(1) *Decisions.*—The actual rate of exchange in the vicinity where the expenses are incurred shall be allowed, irrespective of United States Treasury valuation, upon sufficient evidence of correctness of said rate. (Bu. Memo. 113, p. 1519; Comp. Dec. July 21, 1910.)

(2) Claims made for expenditures in foreign countries must designate the kind of money used and its equivalent in United States currency at the rate of exchange in effect at the time the expense was incurred. Amounts claimed should be stated in United States currency. (Bu. Memo. 115, p. 1584; item 170, p. 3571.)

(3) Expenses incurred prior to the commencement of journey are not allowed, as in such case the officer is not in a traveling status. (Bu. Memo. 92, p. 843; Comp. Dec. September 11, 1908.)

(4) The status of marine officers ordered to the Philippines with troops on board the *Prairie* from Norfolk to Colon and by the *Buffalo* from Panama to the Philippines was not changed by the calling of the latter ship at San Francisco en route, as the stopping at San Francisco was only an incident in the voyage, and does not make the travel to San Francisco travel in "the home waters of the United States" within the provision in the act of June 12, 1906, authorizing actual expenses in the Army for certain sea travel with troops. (Bu. Memo. 104, p. 1264; Comp. Dec. October 11, 1909.)

(5) An officer detached from duty abroad and authorized to delay en route home is entitled to actual expenses that would have been incurred had he traveled abroad by the "shortest usually traveled route" and to mileage within the United States by such route, provided such an amount does not exceed his traveling expenses and mileage by the route actually traveled. (Bu. Memo. 115, p. 1573; Comp. Dec. September 9, 1910.)

(6) An officer after arrival in San Francisco under orders from Manila to San Francisco was not allowed his hotel bill in San Francisco, even though the delay was occasioned by a miscarriage of the mails. The cost of a telegram from the Major General Commandant, on official business, forwarded "collect," is a proper charge to the United States, and was allowed. (Bu. Memo. 116, p. 1605; Comp. Dec. October 31, 1910.)

(7) An officer of the Navy while temporarily absent from his permanent station under orders entitling him to traveling expenses is in the status of a traveler during the whole time he is away from his permanent station, and therefore he is entitled to reimbursement of actual expenses for the entire period of such absence. (Bu. Memo. 127, p. 1881; Comp. Dec. September 22, 1911.)

(8) A naval surgeon assigned to duty with a brigade of marines embarked for transportation on board a vessel of the Navy, and not ordered to duty on said vessel, is, while on board, in the status of a traveler, and therefore entitled to traveling expenses. (Bu. Memo. 128, p. 1897; Comp. Dec. October 30, 1911.)

(9) The expenses of an officer who rents an apartment and lives with his family are so commingled as to render it impossible for said officer to produce vouchers or other proof of his own actual expenses apart from those of the family, and such officer is not entitled to reimbursement for any estimated portion of such expenses as traveling expenses. (18 Comp. Dec. 454, December 16, 1911.)

(10) A marine officer ordered from Olongapo, P. I., to duty in China as a member of an expeditionary force is entitled to actual traveling expenses (reimbursement of mess bill) while on passage from Olongapo to destination and return therefrom. He is not entitled to reimbursement for expenses while the transport is lying at the port of destination. (Bu. Memo. 134, p. 2057; Comp. Dec. April 24, 1912.)

(11) An officer traveling without troops upon arrival in a United States port from abroad, being ordered to duty in that port, and no travel in the United States being involved, is entitled to have his baggage transferred from the steamer to his domicile at the expense of the Government at the prescribed rate for the transfer of baggage. (19 Comp. Dec. 321, November 29, 1912; Bu. Memo. 141, p. 2311.) NOTE.—This case is to be distinguished from one where the travel enjoined includes both travel in the United States, for which the officer is entitled to mileage and travel abroad, for which he is entitled to traveling expenses, in which case it is held that all expenses incurred in the United States are incidental to that portion of the travel performed in the United States. (59 MS. Comp. Dec. 830, November 27, 1911.)

(12) An officer of the Navy performing repeated travel with allowance for actual expenses can not be reimbursed transportation charges in excess of the amount which would have been paid had the services been requested and paid for by the Government; this covers land-grant deductions. (Bu. Memo. 151, p. 2805; Comp. Dec. September 22, 1913.)

(13) The limits of a day for computing daily allowance of expenses of subsistence may be defined by competent regulation adopting such rule as may be best adapted to the conditions of the service for which it is promulgated. (20 Comp. Dec. 473, January 7, 1914.)

(14) A charge for bath when actually incurred is allowable if it is included within and is a part of the maximum daily allowance for lodging and subsistence. (20 Comp. Dec. 779, May 4, 1914.)

(15) An expense for telegram to reserve room with bath is one incurred for the personal convenience and comfort of the traveler, and reimbursement is not authorized where such item is not included in the items of traveling expenses specified in the travel regulations of the department under which the travel is performed. (21 Comp. Dec. 292, November 9, 1914.)

(16) An officer of the Marine Corps ordered to take passage aboard a naval vessel for foreign shore duty is entitled to reimbursement for subsistence while on board said naval vessel, even though it is deflected from its course for temporary duty in another locality while en route to original destination. Where a marine officer, however, takes passage on board a vessel for foreign shore service and, upon arrival of the vessel at destination, remains on board awaiting orders ashore, he is entitled to reimbursement for subsistence only from the date he embarked on board the vessel until arrival at its destination and not while awaiting orders on board. (Bu. Memo. 173, p. 3731; Comp. Dec. July 29, 1915; 22 Comp. Dec. 50.)

(17) An officer detached from duty on board a ship at Manila and directed to proceed to his home in the United States, the travel from Manila to San Francisco being authorized either via Government transportation or at his own expense, is entitled, if he returns via merchant steamer at his own expense, to the amount which would have been allowed him for subsistence on the Army transport, but is not entitled to the estimated amount of his hotel expenses at Manila while waiting for the departure of the transport, had he elected to return that way. (Bu. Memo. 174, p. 3751; Comp. Dec. August 5, 1915; see also Bu. Memo. 181, p. 3926; Comp. Dec. March 30, 1916.)

(18) Reimbursement may not lawfully be made to an officer or employee for tips in a State where the giving of tips is prohibited by law, although authorized in the travel regulations of the department under which such officer or employee is serving. (22 Comp. Dec. 397, February 14, 1916.)

(19) Under the laws of the following States, tips are not allowed and are not allowable as part of necessary traveling expenses: Arkansas, Mississippi, and Tennessee.

(20) The construction of the chief law officer of a State that a decision of the State supreme court upon an antitipping law holds the same to be unconstitutional in its entirety will be followed by the accounting officers of the Treasury, and reimbursement for tips given by employees of the Government in a travel status in that State will be allowed as though the law had not been passed. (26 Comp. Dec. 385, November 15, 1919.)

(21) A per diem allowance in lieu of subsistence in case of an officer or employee of the Government traveling on official business is based on a period of time, and not on meals to be taken, there being no authority of law to commute the cost of a meal; and, accordingly, where such an allowance has been granted to an officer or employee in a travel status by the head of an executive department, without qualification, such officer or employee is entitled to the full per diem allowance for any day or fraction thereof during which he is absent from his headquarters. (23 Comp. Dec. 315, December 1, 1916.)

- (*c*) Fees to porters for handling baggage, not to exceed 50 cents per day.
- (*d*) Laundry.
- (*e*) Expenses of self and baggage from landing field to hotel and from hotel to landing field.

(3) No reimbursement will be made for tips or gratuities given in States that have enacted statutes forbidding the practice of tipping.

26-78

~~(1) For a fractional part of a day, at the beginning or at the termination of the travel status, or for a period of travel of less than a whole day, except under the conditions specified in article 26-79 (2), the rate prescribed shall be divided as follows:~~

- ~~(*a*) One-fourth for lodging.~~
- ~~(*b*) One-fourth for each meal.~~

~~(2) Reimbursement will be made for:~~

- ~~(*a*) Lodging, if the hour of departure from station is before midnight, or the hour of arrival on return to station is after midnight.~~
- ~~(*b*) Breakfast, if the hour of departure is before 7 a. m., or the hour of arrival after 8 a. m.~~
- ~~(*c*) Luncheon, if the hour of departure is before 12 noon, or the hour of arrival after 1 p. m.~~
- ~~(*d*) Dinner, if the hour of departure is before 6 p. m., or the hour of arrival after 7 p. m.~~

~~(3) The cost of lodging will be regarded as pertaining to the day in which the night for which the lodging was procured began (7 Comp. Dec. 338), e. g., lodging procured after midnight August 3-4 pertains to August 3.~~

26-79

(1) Reimbursement is authorized for actual and necessary expenses incurred on a continuous journey by air and during a necessary delay therein, as defined in (2).

(2) Commencement of air travel by a continuous air journey shall be the actual time of embarkation in air craft, and its termination the actual time of disembarkation at final destination. If, however, there has been an authorized stop en route in excess of 72 hours, or an unauthorized stop for any period (other than due to mode of travel including necessary repairs to aerial equipment, and unfavorable weather conditions), the journey is not a continuous one for expense purposes.

(*a*) For either necessary delay stops en route, due to mode of travel (including necessary repairs to aerial equipment and unfavorable weather conditions), or authorized duty stop of not to exceed 72 hours, there shall be paid expenses of transportation of self and baggage from landing field to hotel and from hotel to landing field.

(*b*) If such stops be necessary delay stops, due to mode of travel (including necessary repairs to aerial equipment and unfavorable weather conditions), the total expenses shall be paid for a reasonable period following the expiration of 72 hours.

(*c*) If such stops be authorized duty stops, as distinguished from the delay stops, and exceeding 72 hours, the journey is not a continuous one, and no expenses shall be paid for either the 72-hour period or thereafter other than the expenses of landing and embarkation.

(*d*) If such stops be unauthorized stops, as distinguished from the delay stops, no expenses whatever shall be paid for either the 72-hour period or for landing or embarkation.

(*e*) Taxicab hire is only allowable when street-car service is not available. Receipted bills for taxicab hire shall be obtained and filed with the voucher.

(*f*) Signed receipts for lodging shall invariably be obtained. Receipts for single meals are not required, but if meals are taken in conjunction with the lodging in a hotel, the whole receipted bill shall be filed with the voucher. (Dec. Comp. Gen., A–10133, July 11, 1925.)

(*g*) Claims for reimbursement should be prepared on ~~Form N. M. C. 420~~ Standard Form 1012 and submitted for payment to the disbursing officer carrying the pay account of the officer or enlisted man.

26–80

(1) "To cover actual additional expenses to which fliers are subjected when making aerial surveys, hereafter a per diem of $7 in lieu of other travel allowances shall be paid to officers, warrant officers, and enlisted men of the Army, Navy, and Marine Corps for the actual time consumed while traveling by air, under competent orders, in connection with aerial surveys of rivers and harbors, or other governmental projects, and a per diem of $6 for actual time consumed in making such aerial surveys, to be paid from appropriations available for the particular improvement or project for which the survey is being made: *Provided*, That not more than one of the per diem allowances authorized in this Section shall be paid for any one day." (Act of March 3, 1925.)

(2) For the purpose of allowing such additional expenses, travel time shall begin with the day an officer, warrant officer, or enlisted man leaves his permanent station, and shall end with the day of his return to his permanent station. A travel day shall begin at 12 midnight preceding the time of departure, and the period of travel expires with 12 midnight following the time of return. For the purpose of crediting such per diem allowances, a fractional part of a day shall constitute one day.

(3) The $7 per diem allowance is payable for the actual time consumed in aerial travel from the officer's permanent station to the area in which the survey is to be made or basing point from which flights will be made in the conduct of the survey, and for return aerial travel to the officer's permanent station upon termination of the detail to the survey duty and for any air travel performed in connection with the survey pursuant to orders which create a travel status. Allowance is not payable when the permanent station of the officer or man is used as a base during the continuance of the survey. The $6 per diem is payable for actual time spent in making the aerial survey when

operating from a base other than permanent station. Where travel is performed by any mode of transportation other than air to and from places where aerial surveys are to be made, or to or from permanent station, transportation in kind will be furnished and the $6 per diem will be paid for the entire period of such travel, as well as for the time spent in making the aerial survey. If it is impracticable for transportation in kind to be furnished, reimbursement will be made on the basis of what it would have cost the Government to have furnished such transportation. (3 Comp. Gen. Decs. 598, 739, and 966.)

(4) An indorsement shall be placed on the original orders showing the hour and date of departure from permanent station and hour and date of arrival at each place or places where aerial surveys are to be made, also the hour and date of departure from place where surveys are made and hour and date of arrival at permanent station.

(5) It will be noted that where the $7 per diem is paid for travel to and from the place where the survey is to be made, the $6 per diem commences with the day following the day of arrival at the place where the surveys are to be made and continues through the day preceding the day of departure.

(6) Claims for such allowances shall be prepared by the officer concerned on forms provided for that purpose by the department under which he is operating, and should then be submitted to the disbursing officer of that department designated to pay the same.

TRAVEL ALLOWANCE, ENLISTED MEN

26-81

(1) *Law authorizing.*—" SEC. 126. Hereafter an enlisted man discharged from the Army, Navy, or Marine Corps, except by way of punishment for an offense, shall receive 5 cents per mile for the distance from the place of his discharge to the place of his acceptance for enlistment, enrollment, or muster into the service: *Provided,* That for sea travel involved in travel between place of discharge and place of acceptance for enrollment, enlistment, or muster into the service, only transportation in kind and subsistence en route shall be allowed: *Provided, further,* That enlisted men under the age of eighteen discharged on the application of either of their parents or legal guardian shall be furnished with transportation in kind from the place of discharge to the railroad station at or nearest to the place of acceptance for enlistment, or to their home if the distance thereto is no greater than from the place of discharge to the place of acceptance for enlistment, but if the distance be greater they may be furnished transportation in kind for a distance equal to that from the place of discharge to the place of acceptance for enlistment." (Act of September 22, 1922.)

(2) Under the foregoing act, enlisted men of the Marine Corps (other than in exceptional cases) are entitled upon discharge to travel allowance via the shortest usually traveled route at the rate of 5 cents per mile for all land travel (both within the United States and abroad) and to transportation in kind (including subsistence) for sea travel involved, *from the place of actual discharge to the place of acceptance for enlistment only.*

26–82

When not paid.—Travel allowance should not be paid nor transportation or subsistence in kind furnished for discharges for the following causes:

(*a*) Pursuant to sentence of court-martial.

(*b*) For the convenience of the man.

Note.—An enlisted man of the Marine Corps discharged because of dependency of a member of his family which arose during his term of enlistment is considered as not discharged for his own convenience and is entitled to travel allowance. (3 Comp. Gen. 139.) (C. M. C. M. 4.)

(*c*) To enable a man to accept an appointment, warrant or commission.

(*d*) For fraud.

(*e*) For under age, not upon request of parent or guardian, whether over or under eighteen years of age at date of discharge, or, if over eighteen at date of discharge, regardless of request of parent or guardian.

(*f*) For under age, upon request of parent or guardian, if under eighteen years of age on date of discharge, other than as provided in article 16–26.

(*g*) Because of desertion without trial.

(*h*) On account of imprisonment under sentence of civil court.

(*i*) Because tried and convicted by civil authorities.

(*j*) For other exceptional causes for which no precedent can be found.

26–83

Under age.—A special proviso in the act of September 22, 1922, directs the furnishing in kind of transportation (which does *not* include subsistence or cash in lieu thereof) to enlisted men who are discharged on the application of either of their parents or their legal guardian, *if such enlisted men are under 18 years of age at time of discharge.* Such transportation shall be furnished from the place of discharge to one of the following places at the option of the man:

(1) The station at or nearest to the place of acceptance for enlistment.

(2) The man's home as stated in the service record or as disclosed in the application of parent or guardian, if the distance thereto be no greater than to the place of acceptance.

(3) A station en route to the man's home within the same mileage distance as to place of acceptance, when the home is at a greater distance than to place of acceptance. (See art. 16–26.)

26–84

(1) *Extension of enlistment.*—The act of September 22, 1922, amends section 3 of the act of February 28, 1919, by making the "place of acceptance for enlistment" the point to which travel allowance must be computed when credited

to a man on first extension of enlistment or on discharge to reenlist in the Navy or Marine Corps.

(2) An enlisted man who extended his original term of enlistment is entitled to travel allowance for the first extension thereof, which is payable on the date of expiration of such original term of enlistment. This travel allowance shall be computed from the place where the man may be on the date of expiration of the original term of his enlistment to the place of acceptance for such enlistment.

(3) On actual discharge from his extended enlistment, he is entitled to a second travel allowance from the place of discharge to the place of acceptance for the enlistment thus extended. To receive the second travel allowance, the man must be actually discharged as no right to travel allowance accrues except on a first extension.

(4) A man discharged in a foreign port for purposes of reenlisting in the Navy or Marine Corps, or whose first extension of enlistment becomes effective in a foreign port, if such discharge or extension shall have occurred on or after September 22, 1922, is entitled to travel allowance from such port to the place of his acceptance for enlistment computed by the shortest usually traveled route, and such travel allowance shall consist of 5 cents per mile for such portion of the distance thus computed as in land travel only.

(5) The travel allowance of a man whose first extension of enlistment becomes effective while at sea shall be computed from the port at which the vessel next arrives to the place of acceptance for enlistment via the shortest usually traveled route. If said port be a foreign port, the computation shall be as indicated in the preceding paragraph.

26-85

Fleet Marine Corps Reserve.—Enlisted men transferred from the regular Marine Corps to the Fleet Marine Corps Reserve, on the date of expiration of their enlistment in the Marine Corps, are entitled upon the transfer to travel allowance as prescribed in article 26-81 (2). Enlisted men transferred from the Marine Corps to the Fleet Marine Corps Reserve, at other than at expiration of enlistment, are entitled to travel allowance as prescribed in article 26-81 (2), only when immediately released from active duty. (Dec. Comp. Gen. April 6, 1925, Bu. Memo. 273, p. 9037.)

26-86

Marine Corps Reserve.—Enlisted men of the Marine Corps Reserve, upon recall to and subsequent release from active duty, are entitled only to transportation in kind and subsistence and transfers en route or cash in lieu of said subsistence and transfers from and to their homes as provided in annual appropriations acts.

26-87

Discharge on furlough.—Enlisted men of the regular Marine Corps who are discharged when on furlough without pay are not entitled to either travel allowance or transportation in kind. (1 Comp. Gen. 339.)

26–88

Medical surveys.—Enlisted men discharged pursuant to medical surveys are entitled to the regular travel allowance set forth in article 26–81(2).

26–89

Paragraphs 26–85 to 26–88, inclusive, are based on the decision of the Comptroller General of the United States, A. D. 7360, dated March 30, 1923. (See 2 Comp. Gen. Dec. 612, March 30, 1923; Bu. Memo. p. 7263.)

26–90

(C. M. C. M. 3)

(1) The act of March 3, 1909 (35 Stat. 774), prescribes that "hereafter the settlement of all traveling expense claims, where the payment of such is authorized by existing law, and the determination of distances and of what constitutes the shortest usually traveled route in the meaning of laws relating to travel allowances, shall accord to such rules as the Secretary of the Navy may prescribe."

(2) Under this authority, the following procedure for the determination of distances and what constitutes the shortest usually traveled route within the meaning of the provisions of the act of September 22, 1922, in connection with travel allowance on discharge or upon extension of enlistment in the cases of enlisted men of the Marine Corps, will govern.

(3) Where land travel only is involved, the distance from the place of discharge to place of acceptance for enlistment, as fixed in the Official Table of Distances, U. S. Army, in use at the time of payment, will be used as the basis for computing travel allowance. If not obtainable in this manner, then travel allowance will be computed over the route which is open, practicable, and available, and traveled by the general public at the time over which the man would be obliged to travel if he actually made the journey. The distances between the points of travel over such a route will be obtained from the Official Table of Distances, U. S. Army, supplemented by information from the latest issue of the Railway Guide or accurate local information.

(4) Where sea travel or land and sea travel combined is involved, the entire route of the journey will be considered, and the route which will be used as the basis of computation of travel allowance and the procurement of transportation for sea travel will be determined as follows:

(*a*) It will be determined in each case whether it is possible to use a Government passenger-carrying vessel for sea travel or any portion thereof. If such a vessel can be used, land travel will be computed in the manner prescribed in paragraph (3), from place of discharge to the port of departure of the vessel and from the port of arrival to place of acceptance for enlistment. The entire cost of the journey will be ascertained by adding the allowance for land travel to the cost of subsistence while on board the Government vessel.

(*b*) From the steamship routes published in the Railway Guide, or obtainable locally, it will then be found whether it is possible to use a commercial vessel for sea travel or any portion thereof, using the route which is open, practicable, and available and customarily traveled by the general public. If such a route is available, the land travel will be computed in the manner prescribed in paragraph (3), from place of discharge to port of departure of such vessel and from the port of arrival to the place of acceptance for enlistment. The entire cost of the journey will be ascertained by adding the allowance for land travel to the cost of transportation and subsistence for sea travel.

(*c*) Where a combination of Government and commercial vessel may be employed, the cost will be ascertained in the manner prescribed in (*a*) and (*b*) above.

(*d*) A comparison will then be made of the relative costs of the above methods of travel and the method involving the lesser total expenses to the Government will be used. If but one route is available, it must be stated that it was the only possible means of travel.

(*e*) The obligation of the Government is to pay the man travel allowance for land travel, whether or not he actually makes the journey. Travel allowance for all land travel involved under the route to be used as the basis for computation will, therefore, be paid upon discharge. However, only actual transportation, with subsistence, for sea travel incident to the route to be used is authorized. When transportation with subsistence for sea travel is requested by the man it will be procured in such manner as to be nontransferable and contingent upon actual travel.

(5) For regulations relative to the issuance of transportation with subsistence for sea travel in the cases of enlisted men who request such transportation on discharge, and are entitled thereto, see article 16–24, Marine Corps Manual.

(6) The provisions of this article (26–90) are based on the letter of the Secretary of the Navy to the Chiefs of the Bureaus of Navigation and Supplies and Accounts dated December 8, 1923, and made applicable to the Marine Corps by the endorsement of the Judge Advocate General U. S. Navy, April 24, 1928, approved by the Secretary of the Navy, April 24, 1928.

26–91

(C. M. C. M. 3)

When sea travel is not involved the following instructions will be used for determining the travel allowance to be paid:

(1) Travel allowance paid enlisted men on discharge ordinarily is computed from place where the man is required to provide own transportation.

(2) Travel allowance shall be computed so far as is practicable from the tables published in the Official Table of Distances (OTD) issued by the Finance Department of the Army, and amendments thereto. Where a distance can not be obtained in this manner, the same should be requested by dispatch if necessary from the Paymaster, Marine Corps.

(3) Wherever possible the distance should be obtained by direct reference in the OTD to the two points concerned.

Example: New York to Chicago. (Use Chicago table.)

Example: San Diego, Calif., to Lynchburg, Va. (Use Lynchburg table.)

(4) Where sea travel is necessary, the above instructions will also be used, in all cases where practicable, for determining the distances involved in land travel incident to the journey.

(5) In some cases it will be found necessary to compute travel allowance between more than two points. In this case the notation on Form N. M. C. 423 of the place from and to which travel allowance is computed should show "as stated on the reverse side," and the computation of distances for land travel, together with the comparison of the cost of routing over Government conveyance and on commercial vessel will be shown on the reverse side of the form in the manner outlined in the following specimens.

(6) Wherever possible the name of the steamship line and the sailing date should be given so that the practicability of the route and the determination that it is a "usually traveled route" can be verified. The distances and method of routing, cost, etc., given in these specimens are illustrative only and are not intended as a guide for actual payments under cases which fit in with the examples given.

Example (1), Seattle, Wash., to Spalato:

(*a*) Government transportation: None available.

(*b*) Commercial transportation:

Water: New York to Trieste		$150.00
Land:		
Seattle to New York (OTD)	3,107	
Trieste to Spalato (Chief of Finance, U. S. Army)	256	
	3,363	168.15
		318.15

Travel allowance of $168.15 credited for land travel of 3,363 miles under method (*b*).

Example (2), Newport, R. I., to Brest, France:

(*a*) Government transportation: None available.

(*b*) Commercial transportation:

Water: Boston to Cherbourg		$130.00
Land:		
Newport to Boston (OTD)	69	
Cherbourg to Brest (Chief of Finance, U. S. Army)	289	
	358	17.90
		147.90

Travel allowance of $17.90 credited for land travel of 358 miles under method (*b*).

Example (3), Norfolk, Va., to Greenoch, Scotland:

(*a*) Government transportation: None available.

(*b*) Commercial transportation:

Water: Philadelphia to Glasgow		$122.50
Land:		
Norfolk to Philadelphia (OTD)	256	
Glasgow to Greenoch (Chief of Finance, U. S. Army)	15	
	271	13.55
		136.05

Travel allowance of $13.55 credited for land travel of 271 miles under method (*b*).

Example (4), San Diego, Calif., to Cavite, P. I.:

(*a*) Government transportation:

Water: Army transport San Francisco to Manila		26.00
Land:		
San Diego to San Francisco (OTD)	602	
Manila to Cavite (OTD)	26	
	628	31.40
		57.40

(*b*) Commercial transportation:

Water: San Francisco to Manila	375.00
Land: Same as in (*a*)	31.40
	406.40

Travel allowance of $31.40 credited for land travel of 628 miles under method (*a*).

Example (5), San Diego, Calif., to Honolulu, T. H.:

(*a*) Government transportation:

Water: Army transport San Francisco to Honolulu	7.00
Land: San Diego to San Francisco (OTD), 602	30.10
	37.10

(*b*) Commercial transportation:

Water: Los Angeles to Honolulu	110.00
Land: San Diego to Los Angeles (OTD), 127	6.35
	116.35

Travel allowance of $30.10 credited for land travel of 602 miles under method (*a*).

Example (6), Guantanamo Bay, Cuba to Miami, Fla.:

(*a*) Government transportation:		
Water: Battleship (U. S. S. *Florida*), Guantanamo Bay to Naval operating base, Hampton Roads, Va		$3.00
Land:		
Naval operating base, Hampton Roads, Va., to Norfolk, Va. (OTD)	8	
Norfolk to Miami (OTD)	1,024	
	1,032	51.60
		54.60
(*b*) Commercial transportation:		
Water: Havana to Key West		9.00
Land:		
Caimanera to Havana (OTD)	586	
Key West to Miami (OTD)	156	
	742	37.10
		46.10

Travel allowance of $37.10 credited for land travel of 742 miles under method (*b*).

Example (7), Guantanamo Bay, Cuba to Atlanta, Ga.:

(*a*) Government transportation:		
Water: Battleship (U. S. S. *Florida*), Guantanamo Bay to Naval operating base, Hampton Roads, Va		$3.00
Land: Naval operating base to Norfolk (OTD)	8	
Norfolk to Atlanta (OTD)	597	
	605	30.25
		33.25
(*b*) Commercial transportation:		
Water: Havana to Key West		9.00
Land:		
Caimanera to Havana (OTD)	586	
Key West to Atlanta (OTD)	1,180	
	1,766	88.30
		97.30

Travel allowance of $30.25 credited for land travel of 605 miles under method (*a*).

Enlistment Allowance

26–96

(1) *Law authorizing.*—"* * * On and after July 1, 1922, an enlistment allowance equal to $50, multiplied by the number of years served in the enlistment period from which he has last been discharged, shall be paid to every honorably discharged enlisted man of the first three grades who reenlists within a period of three months from the date of his discharge, and an enlistment allowance of $25, multiplied by the number of years served in the enlistment period from which he has last been discharged, shall be paid to every honorably discharged enlisted man of the other grades who reenlists within a period of three months from the date of his discharge. * * *." (Sec. 9, act of June 10, 1922.)

(2) "A man's enlistment allowance depends upon 'the number of years served in the enlistment period from which he has last been honorably discharged.' Therefore, on a reenlistment following such discharge from an enlistment during which any time has been lost on account of absence without leave, the period during which so absent without leave should not be counted as a period of service, and should be deducted from the time elapsing between date of enlistment and date of discharge, and the enlistment allowance based upon the number of years served, exclusive of the time absent without leave." (Bu. Memo. 245, p. 6965; Comp. Gen. Dec. November 24, 1922; also 4 Comp. Gen. 94.)

(3) The extension of an enlistment for two, three, or four years entitles a man to the enlistment allowance. Such allowance shall be credited upon an extension of enlistment for two, three, or four years, or when the aggregate of extensions equals two, three, or four years, but only one enlistment allowance shall be credited for extension of the same enlistment, and the total of the extensions, if made up of several different ones, shall be considered as one extension. (2 Comp. Gen. 258, October 5, 1922.)

(4) When reenlistment follows an enlistment which has been extended two, three, or four years, the extension shall be considered to be the last period of enlistment. (Approved, Comp. Gen. August 10, 1922.)

(5) An illustration of the preceding instructions is as follows: A man in the first pay grade enlists for four years. He then extends his enlistment one year; he again extends his enlistment one year, thereby entitling him to an enlistment allowance of four times $50 (or $200), on account of having extended his original 4-year enlistment for two years. He then extends his enlistment for another year, and is honorably discharged at the expiration thereof. He reenlists within three months, which entitles him to three times $50 (or $150), because of his previous three years' extension.

(6) The act of August 22, 1912, 37 Stat. 331, authorizing the discharge of enlisted men of the Navy within three months before the expiration of their enlistment without prejudice to any right, privilege, or benefit, etc., they would otherwise have if serving the full term of enlistment, is not applicable to the Marine Corps. (4 Comp. Dec. 94, July 19, 1924.) (C. M. C. M. 5

26–97

The enlistment allowance is not payable unless the reenlistment within three months following honorable discharge is in the same branch of the service from which discharged.

26–98

(1) *Time lost* under the act of April 27, 1914, which has not been made up as required by law, must be deducted in determining the number of years served in the enlistment from which last discharged, for the purpose of computing the enlistment allowance to be paid on reenlistment.

(2) Under the act of July 1, 1918, requiring that time lost on account of intemperate use of drugs, alcoholic liquors, or other misconduct must be made good before the enlistment shall be regarded as complete, it is service that is required to be made good, the unit of which is a day, and service on the 31st day of a month is as much a day of service as any other day of a month. The requirement of the law that the equivalent of actual time lost measured in units of days must be made good creates an exception to the general rule followed for the computation of service for longevity credit, and the 31st day of a month should be counted in determining the time to be made good. (Comp. Gen., Dec., January 18, 1928, Bu. Memo. 307 p. 10305). C. M. C. M. 5.)

26–99

Fraudulent enlistment not validated while enlistment is current is not counted in computing enlistment allowance.

26–100

Not prorated.—Enlistment allowance can not be prorated for fractional parts of year. (2 Comp. Gen. 162, August 31, 1922.)

26–101

Under the law (act of August 22, 1912, 37 Stat. 331, and section 10 of the act of June 10, 1922, 42 Stat. 630), the measure of enlistment allowance accruing in any case by reason of extension of enlistment, whether extended by one or more agreements, is based on the rank held when the term for which the man enlisted expired as affected by the duration of that term. If an enlistment is extended for one year and reextended for two years, the extension aggregates three years (an enlistment period), and the man is entitled to enlistment allowance based on the rank held when the original term of enlistment was due to expire, as affected by the years served in that term. (7 Comp. Gen. 439, January 25, 1928.) (C. M. C. M. 4.)

26–104

(C. M. C. M. 2)

(1) *Payment of enlistment allowance* to men who reenlist at recruiting stations and who desire to go on furlough prior to reporting at the posts to which assigned will be paid as outlined below.

(2) The recruiting office will prepare a voucher in duplicate, Form N. M. C. 424, which, together with the man's discharge certificate and the marine's memorandum copy of final settlement, if available, will be forwarded to the assistant paymaster or assistant paymaster's deputy who pays the officers and men at that station. The voucher N. M. C. 424 will be made up as follows: Give the man's name in full, and rank; immediately under name strike out "Attached to Company" and show to what post transferred, as: Transferred to marine barracks, Quantico, Va. Give particular organization if known, as: Company ------, 5th Regiment. On next line show by whom last settled, to what date, and the organization. On the first line beginning "For," add facts as to enlistment allowance, as: Enlistment allowance, 3 years, @ $50, $150. Immediately under this give record of prior enlistment, as: "Enl. for 4 years 23 May, 1918; hon. dis. as -------------------- [Give rank] 22 May, 1922." Or, "Enl. for 2 years 22 June, 1918, ext. enl. 2 years; hon. dis. 21 June, 1922. Reenlisted, ---------- [Day] -------------------- [Month], 19--, for ------ years," days lost, art. 10-30 MCM

This will complete the face of the voucher in so far as the recruiting office is concerned. On the reverse of the voucher it will not be necessary to fill in record of service or information relative to medals or qualifications, but when the voucher is received back from the paymaster the recruiting officer will enter the following under "Remarks": "The following has been entered in service-record book, page 20: Paid enl. allow. $----------, by --------------- check # ----------, dated -------------------- 19--. Check delivered (or mailed) -------------------- 19--," the voucher to be returned promptly to the assistant paymaster or deputy who paid same.

(4) An additional copy of Form N. M. C. 535 should be prepared in the case of allotments in payment of premiums on Government insurance.

(5) Allotments must be submitted without corrections or erasures and must not be folded. Good carbon paper must be used, as only legible copies will be accepted.

(6) Officers charged with the approval of allotments should, prior to approving allotments in favor of banks and similar institutions, require evidence from the grantor that the allotment is acceptable to the institution to which granted. (C. M. C. M. 4.)

27-6

Service-record book.—When allotments of enlisted men are approved by commanding officers ashore or afloat they will at once be fully described in the space provided in the service-record books of the men concerned.

27-7

The date of the first payment of an allotment should be made sufficiently remote to allow notice to reach the Paymaster, Marine Corps Headquarters, not later than the 10th of the month in which the first payment is to be made, except allotments registered in payment for premiums covering Government insurance, which allotments may be registered and forwarded to the Paymaster at any time during the month for which they are payable.

27-8

At sea.—All allotments registered by marines at sea should be approved and witnessed by the commanding officer or noncommissioned officer in charge of the marine detachment, and registered by the pay officer of the vessel. Such approval affords the officer or noncommissioned officer in charge of the marine detachment an opportunity to make the necessary entry in the man's service-record book regarding the allotment, which should be made in all cases immediately after approval.

27-9

Upon receipt by a disbursing officer of the allotment granted, the original copy, N. M. C. 535A, will be signed by him and forwarded, together with the copy of Form N. M. C. 535 (bearing rubber-stamp impression of registering officer's name) without delay, to the Paymaster, Marine Corps, Washington, D. C., with letter of transmittal setting forth the number of allotments so transmitted and the names of grantors. The Paymaster will acknowledge receipt by office stamp impression on the letter of transmittal, upon return of which proper entry will be made in each case on the retained copy of Form N. M. C. 535A, in the space provided. The copy of N. M. C. 535A will be retained by the disbursing officer registering the allotment. The extra copy of Form 535, required by article 27-5 in the case of allotments covering premiums on insurance, should be forwarded to the Paymaster.

27–10

(1) *On transfer.*—Upon receipt of a copy of report of transfer, NMC 312, of any enlisted man of the Marine Corps, ashore or afloat, having an allotment, the disbursing officer who carries the man's account will immediately transfer the allotment, using Form NMC 535A, which was prepared at the time of registration of the allotment. This form will be forwarded direct to the pay officer of the ship or station to which the man is reported transferred, with letter of transmittal, in duplicate, giving the name of the man, the monthly sum allotted, and the last month checked; original to be retained by the paymaster to whom transferred, and the duplicate bearing receiving stamp or other evidence of receipt, returned to the paymaster making the transfer. Before transferring an allotment card 535A, care should be taken to see that the record of checkages is complete by stamping in the space opposite the month checked, the name of the paymaster making checkage. In the case of a man transferred to a foreign station his allotment card will be forwarded to the assistant paymaster at the port of embarkation, the man's ultimate station being noted on the letter of transmittal. (CMCM. 6.)

(2) If the man is again transferred after the transfer of allotment has been receipted prior to taking up his account, the paymaster will forward allotment card as above to disbursing officer of the man's new ship or station without checkage.

(3) Upon the transfer of a man to another ship or station, the commanding officer of marines afloat shall invariably furnish a copy of the report of transfer to the pay officer as notice to him to transfer the allotment.

(4) The allotments of all marines transferred to posts or stations within the United States should be transferred to offices as follows: Those transferred to the west coast of the United States (except to the Marine Corps Base, Naval Operating Base, San Diego, Calif.) to the assistant paymaster, San Francisco, Calif.; those transferred to the Marine Corps Base, Naval Operating Base, San Diego, Calif., to the assistant paymaster at that place; those transferred north of Annapolis, Md., and east of the Mississippi, to the assistant paymaster Marine Corps, Philadelphia, Pa.; those transferred south of Norfolk, Va., and east of the Mississippi, to the assistant paymaster, Marine Corps, Atlanta, Ga.; those transferred to the Naval Operating Base, Hampton Roads, Va. (includes stations at Norfolk, St. Julien's Creek and Yorktown, Va.), to the assistant paymaster, Marine Corps, Depot of Supplies, Naval Operating Base, Hampton Roads, Va.; those transferred to the Marine Barracks, Quantico, Va., to the post paymaster at that place; and those transferred to any other post in the United States to the Paymaster, Marine Corps, Washington, D. C.

(5) Upon the transfer of a marine officer having an allotment, a complete record thereof should be entered on his transfer pay accounts as transmitted to the disbursing officer who is to take up his accounts.

27–11

In case of death, desertion, or absence under circumstances indicating desertion, forfeiture of pay by sentence of a court-martial, where such forfeiture, in addition to the allotment, would place the grantor in debt to the Government, or indebtedness in a sum larger than can be canceled by pay due or shortly to become due, prompt notice should be furnished the paymaster carrying the accounts of the man concerned, the radio, telegraph, or cable being used if necessary, in order that the stoppage of any allotment may be effected.

27–12

Insurance.—Allotments of pay to cover the premiums on converted war-risk insurance are not disturbed or affected by sentences of courts-martial imposing forfeitures of pay. (26 Comp. Dec. 896, May 5, 1920.) Exception to the foregoing will be made, however, where the court-martial forfeiture of pay is sufficient to cause a resulting overpayment in the account of the man concerned, in which case the procedure outlined in article 28–140 (3) will be followed. (C. M. C. M. 3.)

27–13

Confinement.—Where sentence of a general court-martial involves prison confinement the premium-paying allotment will be stopped by the supply officer carrying the man's account as soon as that officer is notified of the sentence. (S. & A. cir. letter 42, March 30, 1921.)

27–14

Upon discharge at a distant station prior to the expiration of enlistment the allotment should be checked for as many months in advance as it will probably require for the request for stoppage to reach the Paymaster, Marine Corps, Washington, D. C., cable being used if advisable. The request for stoppage of an allotment should reach the Paymaster not later than the 15th of the month following the last month charged, unless loss to the grantor might occur by such limitation, in which case the request should be forwarded at the earliest practicable date, with an explanation of the urgency involved.

27–15

(C. M. C. M. 4)

(1) Allotments will be stopped by ordinary mail on Form N. M. C. 303, or by cable, radio, or telegraph when time does not permit the use of ordinary mail.

(2) When allotments are stopped by mail, the notice (Form N. M. C. 303) should be prepared in triplicate (exclusive of retained or file copy) and forwarded to the Paymaster, Marine Corps, Washington, D. C. One copy of the notice required by this paragraph will be receipted by the Paymaster and returned to the paymaster from whom it was received, who will, after making verification of records as to last month paid and checked, notify the man's commanding officer if any change is required.

(3) When allotments are stopped by cable, radio, or telegraph, no further notice of stoppage need be made, except to mail confirmation of message. The Paymaster will acknowledge receipt of such stop notice by radio and will mail a receipted copy of the message as well as confirmation of reply.

(4) When a Government insurance allotment is stopped by request of grantor, Form 1000, United States Veterans' Bureau, in duplicate, should be prepared by the commanding officer and forwarded, via the disbursing officer carrying the insured's account, to the Paymaster, who will transmit one copy to the United States Veterans' Bureau. This form is in addition to the action required by paragraph (1).

(5) When a Government insurance allotment is stopped because of the death, desertion, or nonpay status of the grantor, the reason for such stoppage with date of death or desertion should be given in the message or on Form 303. A copy of such notice will be furnished the United States Veterans' Bureau by the Paymaster.

27–16

A stop notice of allotments which expire by limitation is not required.

27–17

When a request is made for the stoppage of an allotment payable to a bank or similar institution, the address of such payee must in all cases be stated, as many of these institutions having the same name are located in different cities.

27–18

When necessary to stop an allotment by radio cable or telegraph, the following data should be given, viz, grantor's full name, amount per month, date of first payment, name of registering officer, and last month charged, e. g., " Stop allot. Robert Gray Brown fifty dollars January, 1920. ~~Captain~~ R. B. Smith. After July, 1920."

27–19

Allotment forms for men afloat.—The necessary form for registering allotments (N. M. C. 535a and 535) by enlisted men afloat and at stations paid by Navy supply officers will be carried by the commanding officer or noncommissioned officer in charge of the marine detachment or company and will be furnished by him to enlisted men of the detachment or company desiring to register allotments. Requisitions for these forms should be made on the depot Quartermaster, Philadelphia, Pa.

27–20

Date of payment.—Payments on account of allotments are to be made to the allottees in the month following the month for which the checkage is made against the account of the grantor; i. e., if first payment of an allotment is November, 1920, the allottee will ordinarily receive the first installment on said allotment in December, probably before the 10th.

27–21

Allotments will ordinarily be charged in full against the pay of the grantor on the first day of each month, but in case of officers serving on a vessel or at a station within easy reach of the Treasury Department one-half of the allotment may be charged against the first half month's pay and the balance against the second half month's pay. When the grantor is serving on a foreign station or on a vessel in foreign waters the allotment shall be charged in full at the beginning of each month. (Authority, Sec. Navy, July 29, 1909; Bu. Memo. 101, p. 1235.)

27-22

Commanding officers and others charged with the rendition of marine pay rolls will take particular care to see that all allotments in force as shown by the service-record books of the men of their command are properly checked on the pay roll.

27-23

"If an erroneous payment is made because of the failure of an officer responsible for such report to report, in the manner prescribed, the death of a grantor, or any fact which renders the allotment not payable, then the amount of such erroneous payment shall be collected from the officer who fails to make such report, if such collection is practicable." (Act of March 2, 1901, 31 Stat. 895.)

27-24

When a paymaster fails to notify the Navy allotment officer to discontinue the allotment of a deserter, and such failure results in an illegal payment to the allottee after the deserter is so declared, the amount of such illegal payment is chargeable to the pay officer. (Bu. Memo. 95, p. 941; Comp. Dec. January 30, 1909.)

27-25

Allotments are in the nature of powers of attorney, which are revoked by the death of the principal. If the soldier dies before the allotment is in the possession of the allottee, the allotment is not payable, but becomes part of the estate of the soldier and is subject to the control of his legal representatives. (10 Comp. Dec. 208, August 27, 1903.)

27-26

(1) Where checks for allotments of pay of enlisted men of the Army made as donations under authority of the act of March 2, 1899 (30 Stat. 981), have not been collected or negotiated prior to the death of the allottee, whether received or indorsed by the allottee or not, the amounts thereof do not become a part of the allottee's estate or subject to any expense incurred by or on behalf of the allottee, either before or after death, but should be restored to the soldier's pay account without deduction of any kind whatever, provided the check itself is returned and canceled or conclusive affirmative evidence is presented to show that the allottee never received nor indorsed it, the presumption being, in the absence of such evidence, that the check has been negotiated or indorsed and lost by the allottee and has come into the possession of some holder.

(2) Overpayments of allotments from the pay of enlisted men of the Army, made after the death of the soldier authorizing the allotments from his pay, may be deducted from the amounts due the allottee as heir from arrears of pay or as beneficiary from compensation or insurance under the war risk

insurance act, also in settling a claim of some person other than the allottee for arrears of pay due the solider at the time of his death, the amount of any allotment which had accrued up to the time of death may be charged against such arrears of pay; but there is no authority for deducting from payments due the heirs or beneficiaries, on account of arrears of pay or compensation or insurance under the war risk insurance act, overpayments erroneously made to other allottees who are not such heirs or beneficiaries,

(3) Payment of allotments of pay of an enlisted man of the Army, under authority of the act of March 2, 1899 (30 Stat. 981), made to a bank or other savings institution, is equivalent to payment to the soldier himself, and as no pay can accrue to a soldier after his death, such bank or institution has no legal right to retain or exercise control over sums erroneously deposited as allotments of pay for any period subsequent to the death of the soldier for the benefit of the estate or legal representatives of such deceased soldier, but if the institution refuses to make refund it is for the Auditor for the War Department, upon settlement of any claim for arrears of pay, to determine whether or not the erroneous payment shall be charged against the arrears of pay. (26 Comp. Dec. 855, April 24, 1920.)

27–27

(1) If the "allottee failed to reduce the allotment to possession prior to the soldier's dishonorable discharge from the service with forfeiture of all pay and allowances then due, payment of the allotment is not authorized." (Comp. Dec. October 17, 1907.)

(2) Allotments do not give a vested right to the money allotted, and an allotment deducted from the pay of a soldier who deserts before payment of the amount to the allottee is not payable, but is forfeited to the United States. (Comp. Dec. July 16, 1903.)

(3) The insanity of an allottee who is not a member of the allottor's family, or a relative, works a revocation of the allotment. The trustee of such insane allottee can not act for the allottee, nor execute a valid receipt for money paid in carrying out the purpose of the allotment after the commencement of the insanity. (2 Comp. Dec. 652, June 27, 1896.)

(4) Where an enlisted man of the Army allots a portion of his pay and thereafter, before the allottee has reduced any such allotments to possession, is sentenced by court-martial to forfeit all pay then due (at time of sentence), such unpaid allotments are included in his pay "then due," and accordingly are forfeited by the sentence of the court-martial. (23 Comp. Dec. 340, December 14, 1916.)

27–28

When a transferred allotment is received by a disbursing officer, and the grantor thereof has died, deserted, or been detained en route, the receiving officer shall immediately notify the Paymaster, Marine Corps, of all the facts obtainable, and shall stop the allotment, using radio, cable, or telegraph, if necessary, to prevent loss.

27-29

(1) The capture by the enemy of the grantor of an allotment shall not operate to stop payment thereof before the expiration of the period for which it was made.

(2) In connection with the above, instructions were issued under date of August 30, 1918, whereby officers and enlisted men could extend their allotments beyond the date of expiration in the event of their capture by the enemy by placing the following statement on the face of allotments granted by them: "I desire that this allotment, in the event of my capture by the enemy during the period for which it is granted, be continued upon its expiration and paid indefinitely." (See Bu. Nav. cir. letter No. 157-18, August 30, 1918.)

27-30

The report that the grantor of an allotment is "missing in action" shall not operate to stop payment thereof until such time as his actual status is determined or until its expiration, but in no event shall payment on such allotment continue more than one year from the date on which the allotter is reported as missing in action. (MS. Dec. Comp. A. D. 3661, dated June 30, 1919.)

27-31

In the cases of commissioned and warrant officers and members of the Navy Nurse Corps (female) of a permanent status on the active list, allotments for all purposes may be registered for an unlimited or indefinite period. In the cases of enlisted men, officers of temporary commissioned or warrant rank in the regular service, and all reserve officers on active duty, the limit of four years will continue to apply. (See S. and A. letter 68, June 8, 1920, modifying Bu. Memo. 197, August 1, 1917, as amended by Bu. Memo. 308, p. 10324.) (C. M. C. M. 3.)

27-32

Allotments to cover premiums should be made out to United States Veterans' Bureau, Washington, D. C.; those covering repayment of loans on converted insurance to Insurance Cashier, United States Veterans' Bureau, Washington, D. C. Allotments to repay loans on adjusted service compensation should be made out to Disbursing Clerk, United States Veterans' Bureau, Washington, D. C., except that allotments to repay loans on adjusted service compensation certificates obtained direct from regional representatives or from banks should be made out in favor of such representatives or banks. (C. M. C. M. 4.)

CHAPTER 28

MISCELLANEOUS PAY PROVISIONS

Resignation of Officers

28–1

(1) Officers resigning (except when on leave of absence) shall be paid including the date they receive official notice of acceptance of resignation unless another date is specified as the one from which it shall take effect. The proper pay officer shall be notified, by the officer under whom the resigning officer is serving, of such final date. (See N. R. 1797.)

(2) An officer whose resignation is accepted while he is on leave of absence will receive pay to include the date of acceptance; if accepted while he is on duty, he will receive pay to include the date he receives notice of its acceptance, or if sooner relieved from duty, to include the date of relief. An officer whose resignation takes effect at a future date is entitled to pay to include that date.

(3) *Final settlement.*—Before finally settling the accounts of an officer on his resignation, dismissal, or discharge, from the service, the Paymaster should ascertain from the proper staff department and from the General Accounting Office, as to whether there are any outstanding liabilities against the officer, for which settlement has not been made; such as charges for Government property, post exchange indebtedness, mess bills, any unchecked suspension or disallowances by the General Accounting Office, overpayments noted in his account in the Paymaster's administrative analysis, or other items for which the officer may legally be held responsible by the Government. In all such cases the accounts of the officer concerned will be transferred to the Paymaster, Marine Corps, at Headquarters, for settlement. (See article 24–59 for officers wholly retired from the service.)

Absence

28–2

(1) *When Navy Regulations are applicable.*—The provisions of Navy Regulations are exclusively applicable to cases involving absence without leave in the Marine Corps, except when marines are detached for service with the Army,

by order of the President, when, under the provisions of 1621 R. S., Army Regulations govern. (12 Comp. Dec. 309, November 18, 1905.)

(2) *Checkage for unauthorized leave.*—The pay and allowances of any marine absent from his command without leave, or after his leave has expired, for one connected period of 24 hours or more, shall be checked against his account for the time he is so absent, such absence being computed from the date (inclusive) that the unauthorized absence begins to the date (exclusive) of the man's return to military control. Disconnected periods of unauthorized absence of less than 24 hours will not be checked. (N. R. 554-1.) In cases of unavoidable absence when excuse for same is accepted by the commanding officer, no checkage of pay should be made.

(3) *Computed by calendar month.*—The time absent without or over leave in each calendar month will be computed separately, deducting one month's time or pay for an absence of an entire calendar month, regardless of the number of days in the month.

(4) *Absence on 31st of month.*—For one day's unauthorized absence on the 31st of any calendar month one day's pay shall be forfeited. (34 Stat. 248, June 12, 1906.) Checkage under this act will be made only where the absence does not also include the 30th of the month; that is, one day's pay is forfeited for the 31st of a 31-day month only in case the absence is for that one day of that month or in case a continued absence begins on that day of the month. (20 Comp. Dec. 867, June 27, 1914.)

(5) *For unauthorized absence on February 28th,* three days' pay and allowances will be forfeited, and on February 29 two days' pay and allowances will be forfeited. (20 Comp. Dec. 772, April 30, 1914.)

(6) Pay for the day of departure is forfeited and pay for the day of return is credited; but for an absence from 12 (midnight) August 6 to 2.30 p. m. August 8, 1911, one day's pay should be checked, and for an absence from 6.30 a. m. August 6 to 12 (midnight) August 8, 1911, three days' pay should be checked. (Bu. Memo. 115, p. 1580.)

(7) *Man entitled to pay upon return to military control.*—Unauthorized absence is terminated upon return to military control, and a man is entitled to pay from the date of his apprehension and delivery to the military authorities, although he is not immediately returned to the ship or station from which he absented himself without leave. (15 Comp. Dec. 386, December 16, 1908.)

(8) *The arrest and conviction by the civil authorities* of an enlisted man while on furlough results in the loss of pay from the date of expiration of his furlough. (9 Comp. Dec. 253, December 12, 1902.)

(9) *Pay of a man in hands of the civil authorities* at the close of a month awaiting trial will be checked, and in the event of release without trial, or after trial and acquittal, the pay so checked will be recredited.

(10) *Checkage of extra pay.*—Checkages for absence without or over leave will include, in addition to the checkage for the amount of actual pay due for the period and all forms of extra pay which includes pay for distinguished-service cross, distinguished-service medal, Navy cross, and medal of honor (or bar or other suitable device, emblem, or insignia issued in lieu thereof), for qualifica-

distinguished flying cross.

tion as sharpshooter, or expert rifleman, for pay as cook, messman, gun pointer, gun captain, navy mail clerk, or assistant navy mail clerk, or aviation duty. The total amount of checkages for absence without or over leave will be entered on the pay roll in the column provided for the purpose, total credit being given on the credit side of the pay roll for the period for which settlement is made. (C. M. C. M. 5.)

(11) *Hospital fund.*—In making checkage of pay for unauthorized absence, no charge will be made for hospital fund for such periods, but the total amount of pay forfeited will be entered in the miscellaneous checkage column of the pay roll and no checkage will be made in the hospital fund column for periods during which pay is so forfeited; thus, a man entitled to pay at the rate of $21 per month who is absent without or over leave or on account of misconduct for a period of three days should be checked $2.10 in the miscelleanous checkage column and the hospital fund column would show a checkage of only 18 cents for the month. (C. M. C. M. 3.)

(12) *Pay of man held as a witness.*—A marine detained by the civil authorities as a witness before a court is entitled to pay for such period.

(13) *Pay of man held on criminal charge.*—The pay of an enlisted man of the Navy held by the civil authorities for trial on a criminal charge should not be paid until he is acquitted, and if found guilty his pay is then forfeited to the United States from the date of his arrest. (2 Comp. Dec. 584, May 27, 1896.)

(14) *Entry on Form N. M. C. 90.*—All time lost as specified will be entered in the space provided therefor on the reverse of the statement closing account for settlement (N. M. C. 90), and where checkage for such absence is made on discharge entry as to the date and hour of departure and return will be entered under "Remarks" on said form.

(15) *Time lost comprises the following:*

(*a*) A period of unauthorized absence in excess of one day.

(*b*) A period of absence from duty in excess of one day on account of sickness, or disease resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct.

(*c*) A period of absence from duty in excess of one day while in confinement awaiting trial or disposition of his case, if the trial results in conviction, or while in confinement under sentence, provided the confinement is in a naval prison or at a receiving ship or station designated as a naval prison. (Time lost does not include confinement only to the limits of the ship or station to which attached or confinement in the brig of such ship or station.) Pay is forfeited for absence under (*a*) and for absence under (*b*) coming within the purview of Navy Department General Order No. 155, August 6, 1926, but not for absence in confinement by military authorities. (21 Comp. Dec. 206, October 10, 1914.) (C. M. C. M. 1.)

(*d*) The following naval stations and receiving ships have been designated as places of confinement for general court-martial prisoners in lieu of naval prisons: Receiving ship, New York; receiving ship, Boston; receiving station, Philadelphia; receiving station, Hampton Roads; receiving ship, San Diego; receiving ship, San Francisco; Marine Corps base, N. O. B., San Diego; marine barracks, Quantico; marine barracks, Norfolk; naval air station, Pensacola; receiving station, Puget Sound; receiving ship, Cavite. (C. M. C. M. 5.)

(16) *Officers absent without leave.*—When absent without leave, officers shall forfeit all pay during such absence unless the absence is excused as unavoidable. (1265 R. S. Sec Cir. 5, W. D. 1905.)

(17) *Every officer who is dropped by the President* from the rolls of the Army for absence from duty three months without leave shall forfeit all pay due or to become due. (1266 R. S.)

(18) *Absence without leave determined administratively.*—Where an enlisted man of the Army charged with desertion is found by a court-martial not guilty, or the finding of guilty has been disapproved by the reviewing authority, without in either case finding him either specifically or by inference guilty of the lesser offense of absence without leave, his civil or contractual obligation is still open to administrative determination, and if it be administratively determined that he was absent without leave he should lose pay for the period of unauthorized absence and be charged with the necessary transportation costs of returning him to his command or station. (27 Comp. Dec. 675, February 1, 1921.)

ABSENCE WITH LEAVE

28–3

Enlisted men while on authorized furlough are entitled to their regular pay (unless specifically stated to the contrary), but not to certain forms of additional pay and allowances, for which see respective headings.

ABSENCE BECAUSE OF SICKNESS, OR DISEASE RESULTING FROM INTEMPERANCE, ETC.

28–4

(1) The act of May 17, 1926, provides "That hereafter no person in active service in the military or naval service who shall be absent from his regular duties for more than one day at any one time on account of the effects of disease, as distinguished from injury, which is directly attributable to and immediately follows his own intemperate use of alcoholic liquor or habit-forming drugs, shall, except as hereinafter provided, be entitled to any pay, as distinguished from allowances, for the period of such absence.

"SEC. 2. That hereafter no person in active service in the military or naval service who shall be absent from his regular duties for more than one day at any one time on account of the direct effects of a venereal disease due to his own misconduct, shall, except as hereafter provided, be entitled to any pay, as distinguished from allowances, for the period of such absence: *Provided*, That such absence is within a period of one year following the appearance of the initial symptoms of such venereal disease and regardless of whether the appearance of the initial symptoms occurs prior or subsequent to the date of entry into the service.

"SEC. 3. That for all purposes within the scope of this act the period of absence and the cause thereof shall be determined under such procedure and regulations as may be prescribed by the Secretary of War or the Secretary of the Navy, and such determination shall be final and conclusive for all purposes.

"SEC. 4. That each person whose pay, as distinguished from allowances, is forfeited for a period in excess of one month at any one time pursuant to the provisions of this Act shall be paid for necessary personal expenses the sum of $5 for each full month during which his pay is so forfeited.

"SEC. 5. That the Acts approved April 27, 1914 (Thirty-eighth Statutes at Large, pages 353 and 354), August 29, 1916 (Thirty-ninth Statutes at Large, page 580), and July 1, 1918 (Fortieth Statutes at Large, page 717), so far as relates to forfeiture of pay on account of absence from duty due to injury, sickness, or disease resulting from the intemperate use of drugs or alcohol liquors, or other misconduct, are hereby repealed." (C. M. C. M. 1.)

(2) Under paragraph 5 of Navy Department General Order No. 155, August 6, 1926, in order to become entitled to the $5 payment the person must be absent for a period *in excess* of one month at any one time. Thus, a person absent under the purview of General Order 155 from July 16 to August 20, 1926, inclusive, would be entitled to pay from July 1 to 15 and from August 21 to 31, and, in addition to his pay for the period August 21 to 31, to a further sum of $5 exempted from forfeiture as the absence was in excess of one full month. A person absent from July 1 to 31, 1926, would forfeit all pay for the full month, as such absence would not be *in excess* of one month. (C. M. C. M. 1.)

(3) The $5 payment is not a gratuity, but a reserve from forfeiture. Accordingly, where a person is entitled to this payment, the procedure should be to credit pay for the full month and check the difference between the full month's pay and $5. (C. M. C. M. 1.)

(4) For regulations relative to the above act see N. R. 1196. (C. M. C. M. 1.)

(5) *Misconduct report.*—When it has been determined that an officer has been absent from duty due to causes within the purview of Navy Department General Order No. 155, August 6, 1926, the proper commanding officer will forward, through official channels, to the Major General Commandant a report showing the inclusive dates of absence and the cause thereof. Immediately upon receipt of misconduct report from the medical officer, the disbursing officer concerned will make the necessary checkage of pay for the period of absence from duty. In cases arising in the service afloat the commander in chief of the fleet will, at the time of the sending of the original report to the Major General Commandant, transmit a copy thereof to the pay officer on whose rolls are borne the pay accounts of the officer concerned. (C. M. C. M. 1.)

(6) *Entry in service-record book.*—When it has been determined that an enlisted man has been absent from duty due to causes within the purview of Navy Department General Order No. 155, August 6, 1926, the company or detachment commander will make a notation in the man's service-record book of the inclusive dates of such absence, and in the event the man is transferred before checkage of pay has been made, this entry to appear as follows: "Time lost (G. O. 155) from ——— to ——— to be checked in next settlement." (C. M. C. M. 1.)

(7) *Determination of cause of absence.*—If it is impracticable to determine within the month in which the absence from duty occurs that such absence was due to causes which should deprive the marine of his pay, he will not be permitted to draw pay accrued during the period of absence from duty until the cause of that absence has been determined. (C. M. C. M. 1.)

(8) In computing the checkage for absence under the purview of the above statute, pay for the first day of absence shall be checked and pay for the day of return to duty allowed. (C. M. C. M. 1.)

(9) *Finding conclusive.*—In the absence of fraud or plain error, a finding by the military authorities as to the cause of the disease and the period of absence from duty on account thereof is conclusive. (20 Comp. Dec. 69, August 6, 1913.) (C. M. C. M. 1.)

ATTACHMENT OF PAY

28-5

(1) No trustee process, garnishment, injunction, or attachment can be recognized by officers of the Government in respect to moneys due creditors of the United States. (Digest, 2 Comp. Dec. Sec. 10, ed. 1869.)

(2) An attachment can not be enforced against public money in the hands of a disbursing officer of the Government, and he is authorized to pay the Government's creditor without regard to such attempted levy. (1 Comp. Dec., 171, January 19, 1895.)

(3) There is no authority of law for stopping the pay of an officer to satisfy his private creditors. (Sec. War, July 1, 1903.)

CLAIMS

28-6

(1) The accounting officers of the Treasury have jurisdiction to settle all claims against the Government of whatever kind or description, except as such claims are committed by law to other officers for adjudication, where, from any proper evidence at hand the liability of the Government and the correctness of the claim can be clearly established. (21 Comp. Dec. 134, September 9, 1914.)

(2) *Claims relating to prior enlistments.*—All claims of enlisted men for pay or allowances relating to a prior enlistment should be made on the General Accounting Office, Claims Division, Washington, D. C. (Comp. Dec., September 30, 1896.)

(3) *Preparation of vouchers.*—In order that unnecessary claims may be avoided, officers in submitting vouchers should claim thereon all pay and allowances of any description which they consider rightfully due them. Similarly, officers should state upon the pay rolls all amounts they consider rightfully due the men of their commands. Claims thus made appear in the accounts of the disbursing officers settling the accounts and are subject to revision when the accounts of the disbursing officer are examined administratively in the

office of the Paymaster. Should claim not be made on voucher or pay roll it does not appear in the disbursing officer's account and therefore the Paymaster, Marine Corps, has no knowledge of the claim. This paragraph should not be construed as prohibiting such consultation with the disbursing officer as may be considered desirable in attempting to determine the proper method of stating claims, but solely that this consultation shall not be of such nature as to deter officers from making claims for themselves and their men which they consider rightfully due.

(4) *Deductions on vouchers.*—Disbursing officers, in the settlement of individual vouchers and pay rolls, should, if they do not consider the amount claimed rightfully due, deduct the amount in question, making proper explanation of their reasons for so doing under the heading, "Paymaster's statement," on vouchers.

(5) *Report to Paymaster.*—All officers of the Paymaster's Department, including those serving under that department under temporary detail, are required, in each case where they decline to pay a claim presented to them, to report their action to the Paymaster, giving the reasons for nonpayment and transmitting therewith, if practicable, the original copies of the papers upon which the claim is based. If it is not practicable to furnish either the original or copies, a complete statement of the facts should be made. The foregoing applies to oral claims as well as those submitted in writing, but not to claims which are paid in part where the deduction appears in the accounts forwarded to the Paymaster.

COURTS-MARTIAL

28–11

No enlisted man should be mustered for pay who is awaiting trial or awaiting approval of a sentence by court-martial or deck court.

28–12

"No sentence of a summary court-martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court, or his successor in office, and by his immediate superior in command: *Provided*, That if the officer ordering the court, or his successor in office, be the senior officer present, such sentence may be carried into execution upon his approval thereof." (Act of August 29, 1916, 39 Stat. 586.)

28–13

Commanding officers of marines at shore stations, and other officers in command of detachments keeping and rendering pay rolls of the Paymaster's Department, will note, over their signatures, on the records of summary courts-martial and deck courts, that the loss of pay in the particular case, if any has been adjudged and approved, will be checked in accordance with the terms of the sentence, and has been noted in the service-record book.

28–14

The following vouchers are required to be furnished the pay officer of a naval prison by the paymaster transferring general court-martial prisoners' pay accounts:

(*a*) Detailed statement of account (in duplicate) covering the period from date of arrest to date prior to approval of sentence.

(*b*) Transfer pay account (in duplicate) with single copy of clothing account and deposit book, if the latter is available.

(*c*) Duplicate certified copies of the sentences. (Bu. Memo. 106, p. 1304.)

28–15

Court-martial prisoners are not entitled to pay after expiration of enlistment. (9 Comp. Dec. 249, December 12, 1902.)

28–16

When a general court-martial prisoner is placed upon probation, his sentence ceases to operate for such period of release from confinement and conditional restoration to duty, and he is entitled to be paid the pay of his rating less any indebtedness due the United States. (Bu. Memo. 143, p. 2399; Comp. Dec., January 28, 1913.)

28–17

Under Section 17 of the act of February 16, 1909 (35 Stat. 621), the pay of the new rank to which an enlisted man is reduced by sentence of a summary court-martial becomes his proper pay on the date of the approval of the sentence. (17 Comp. Dec. 489, January 10, 1911.)

28–18

When the sentence of confinement or forfeiture is in excess of the legal limit, the part within the limit is legal and may be executed. (G. O. 204, War Dept., 1908.)

28–19

An enlisted man was sentenced to loss of pay by summary court-marital and his account checked. He was soon discharged and with balance overpaid, as accumulated pay was not sufficient to equal the forfeiture. Later he reenlisted. It is decided that it is not proper to check his pay (under the reenlistment) with this balance overpaid from preceding enlistment, as the forfeiture was of pay under the preceding enlistment and could operate only on pay under that enlistment. (Bu. Memo. 158, p. 3035, Comp. Dec. April 6, 1914.) An extension of enlistment, however, which becomes effective within the period of a court-martial sentence, does not operate to remit such sentence. (6 Comp. Gen. 221, September 29, 1926.) (C. M. C. M. 4.)

28–20

Where the sentence of a court-martial is set aside because of lack of authority to convene a court on the part of the officer who did convene it, any amount checked on account of loss of pay provided by such sentence reverts to the defendant's credit. (Comp Dec., December 30, 1919; Bu. Memo. 226, p. 5071.)

28–21

Where a sentence of dishonorable discharge with forfeiture of all pay and allowances provides that a certain amount shall be paid on release from confinement, the remission of the dishonorable discharge would not prohibit the payment of the amount on release from confinement, such amount having never been forfeited by the sentence; but if the sentence provided that the amount be paid on dishonorable discharge, the dishonorable discharge having been remitted, no payment could be made. (15 Comp. Dec. 126, September 10, 1908.)

28–22

Where an enlisted man is to be restored to duty from a court-martial sentence of imprisonment (his enlistment still continuing) he should be credited with full pay from the date the order remitting a portion of the sentence becomes effective, except in the case of necessary short detention incident to the discharge. (Bu. Memo. 73, p. 243.)

28–23

(1) *Loss of pay in terms of dollars.*—Sections 701 and 953, Naval Courts and Boards, 1923, provides that under certain conditions the loss of pay adjudged by sentence of a court-martial shall be expressed in terms of dollars per month for a specified period.

(2) The purpose of a sentence so worded is to reduce the monthly rate of pay of the man concerned by the amount and for the length of time specified in the approved sentence. Such a sentence is effective on pay accruing on and after date of approval, and such proportionate part of the monthly pay as may be specified in the approved sentence as subject to forfeiture shall be applied, from the date of approval, to meet the terms of the sentence, except that in cases where there are two or more sentences involving loss of pay the total amount of the first sentence will be completely deducted under the terms of the sentence, and deductions under sentences subsequently approved will then be made in the order in which approved, all deductions

under one sentence to be completed before commencing deductions under a subsequent sentence. Therefore, beginning with the date of approval of the sentence a fractional part of each day's pay shall be applied to satisfy the sentence until the entire amount adjudged has been checked or the man is separated from the service. In the event that the man is in a nonpay status for any period the proportionate part of the sentence shall continue to be withheld even though no pay accrues. The fact that a man is in a nonpay status due to absence, misconduct, etc., will operate to reduce the amount available to the man, over and above the monthly sum to be forfeited, instead of reducing the amount to be applied under the terms of the sentence.

28-24

Any money due and unpaid on the day preceding that on which the sentence is approved, and also pay due subsequent thereto and not forfeited by the sentence, may be used to offset charges of allotments for insurance premiums, other allotments, clothing issues, or it may be paid the man in the same manner as to other members of the command. An allotment payable to the Veterans' Bureau for premiums on insurance will not be stopped by virtue of checkage of loss of pay under court-martial sentence, and such allotment shall take precedence over any loss of pay imposed by a court-martial sentence. In addition, each man shall also be permitted to draw $5 per month for necessary expenses irrespective of court-martial sentence involving loss of pay.

28-25

Termination of probation.—Where a court-martial sentence imposing a term of imprisonment on an enlisted man of the Navy is mitigated by the Secretary of the Navy and the unexecuted portion thereof remitted on condition that during a period of one year his conduct is such as to justify his retention in the service, otherwise at the discretion of his commanding officer to be reconfined in a naval prison to serve out the unexecuted portion of his sentence, the failure of the man to properly conduct himself does not automatically terminate the probation and his right to pay, but he is entitled to pay until actually reconfined in a naval prison by order of his commanding officer. (27 Comp. Dec. 596, January 8, 1921.)

28-26

An enlisted man of the Navy discharged with a bad-conduct discharge pursuant to court-martial sentence is out of the service and the subsequent disapproval by the Secretary of the Navy of the court-martial proceedings, finding, and sentence does not operate to entitle him to pay subsequent to such separation. (1 Comp. Gen. Dec. 293. December 1, 1921; Comp. Gen. Dec. 609, May 1, 1922.)

COOKS AND MESSMEN

28–31

The following extra compensation, which shall be credited on the monthly pay rolls, is allowed enlisted men of the Marine Corps, under regularly authorized assignments or details, for service with messes composed of enlisted men of the corps ashore or afloat, viz:

	Per month
First-class cook	$10.00
Second-class cook	8.00
Third-class cook	7.00
Fourth-class cook	5.00
Messman	5.00

28–32

In computing the allowance of messmen the number of men in detachments messing elsewhere should be deducted from the strength of the command and notation of such deduction should appear on the voucher.

28–33

The cook and messmen voucher (Form N. M. C. 206) should be prepared monthly, in duplicate (showing each and every man detailed during the month, whether his account is to appear on the current monthly roll or not), by the commanding officers of posts keeping pay rolls at shore stations and transmitted therewith. In cases of transfer of cooks or messmen where the increased pay has not been credited on current rolls, the dates of beginning and ending of the detail should be shown in the service-record book and proper credit made therefor on the next pay roll of the post to which the man is transferred.

28–34

If the allowance of cooks be based upon the distribution of the command in separate detachments, the strength of each detachment and the place located should be stated in the column of "Remarks." All absences and changes in detail should also be noted.

28–35

Proportionate amounts of monthly compensation will be allowed for service covering fractional parts of a month under regular detail in any case, and each man likewise forfeits the proportionate part of his extra compensation for each day of absence, whether authorized or unauthorized, in hospital or on detached duty, the extra pay being allowed for actual service only.

28-36

When a new detail is made on an intermediate day of the month to fill the place of a man whose detail is discontinued for any cause, the name of the man whose place he takes should be shown under "Remarks" (e. g., "Vice John Doe") opposite the name of the man so detailed. Where more than one company organization is maintained vouchers should be completed to indicate whether the companies mess separately or in a consolidated mess; in the latter case all details should be shown on one voucher, two copies of which should be forwarded to the paymaster with each company pay roll upon which such credits appear.

28-37

Where it is desired to continue the same man on detail either as cook or messman for more than one month, a new detail should be made in his case as of the first day of the month for which the voucher is rendered.

28-38

When details of cooks or messmen are made on intermediate days of the month, the names of the men so detailed should appear on the cooks and messmen voucher (Form N. M. C. 206), immediately under the names of the men relieved—e. g.,

Smith, John, messman, 1 to 6 relieved.
Jones, John, messman, 7 to 30 vice Smith relieved.

28-39

The detail of cooks and messmen, on board transports or vessels of the Navy carrying marine organizations not a part of their complement, is governed by the same instructions as for detail ashore.

DEATH GRATUITY

28-41

(1) Immediately upon official notification of the death from wounds or disease, not the result of his or her own misconduct, of any officer, enlisted man, or nurse on the active list of the regular Navy or regular Marine Corps, or on the retired list when on active duty, the Paymaster General of the Navy shall cause to be paid to the widow, and if there be no widow to the child or children, and if there be no widow or child, to any other dependent relative of such officer, enlisted man, or nurse previously designated by him or her, an amount equal to six months' pay at the rate received by such officer, enlisted man, or nurse at the date of his or her death. The Secretary of the Navy shall establish regulations requiring each officer and enlisted man or nurse having no wife or child to designate the proper dependent relative to whom this amount shall be paid in case of his or her death. Said amount

shall be paid from funds appropriated for the pay of the Navy and pay of the Marine Corps, respectively: *Provided*, That if there be no widow, child, or previously designated dependent relative, the Secretary of the Navy shall cause the amount herein provided to be paid to any grandparent, parent, sister, or brother shown to have been actually dependent upon such officer, enlisted man, or nurse prior to his or her death, and the determination of such fact by the Secretary of the Navy shall be final and conclusive upon the accounting officers of the Government: *Provided*, That nothing in this section or in other existing legislation shall be construed as making the provisions of this section applicable to officers, enlisted men, or nurses of any forces of the Navy of the United States other than those of the regular Navy and Marine Corps, and nothing in this section shall be construed to apply in commissioned grades to any officers except those holding permanent or probationary appointments in the Regular Navy or Marine Corps, *Provided*, That the provisions of this section shall apply to the officers and enlisted men of the Coast Guard, and the Secretary of the Treasury will cause payment to be made accordingly. (Act of May 22, 1928.) (C. M. C. M. 3.)

(2) Payment of the death gratuity will be made to the beneficiary, when authorized by the Paymaster General, United States Navy, by an officer of the Paymaster's Department, at Headquarters Marine Corps.

(3) An overpayment made to an officer or enlisted man during his lifetime, or any other debts due the United States by the deceased, can not be charged against the six months' gratuity. (Bu. Memo. 147, p. 2526; Comp. Dec. May 14, 1913.)

(4) Rescinded. (C. M. C. M. 3.)

(5) Payment of six months' gratuity (deceased enlisted man) may not lawfully be made to any other person than a duly constituted guardian when the beneficiary is a minor. (Comp. Dec. August 6, 1913.)

(6) The gratuity of six months' pay authorized under the act of May 11, 1908, as amended, is a pure gratuity, and the right of the beneficiary to receive payment being personal it may not be transferred, assigned, or waived in favor of another. (24 Comp. Dec. 377, January 4, 1918.)

DEPOSITS

28–46

Hereafter enlisted men of the Marine Corps shall be entitled to deposit their savings with the United States, through any paymaster, in the same manner and under the same conditions as is now or may hereafter be provided for the enlisted men of the Navy. (Act approved June 29, 1906; 34 Stat. 579.)

28–47

(1) "Any enlisted man * * * of the Navy may deposit his savings, in sums not less than $5, with the paymaster upon whose books his account is borne; and he shall be furnished with a deposit book in which the said paymaster shall note over his signature the amount, date, and the place of such de-

posit; the money so deposited shall be accounted for in the same manner as other public funds, and shall pass to the credit of the appropriation for 'Pay of the Navy,' and shall not be forfeited by sentence of court-martial, but shall be forfeited by desertion, and shall not be permitted to be paid until final payment on discharge, or to the heirs or representatives of a deceased sailor, and that such amount shall be exempt from liability for such sailor's debts: *Provided*, That the Government shall be liable for the amount deposited to the person so depositing the same.

(2) "That for any sums not less than $5 so deposited for the period of six months or longer, the sailor on his final discharge shall be paid interest at the rate of 4 per centum per annum.

(3) "That the system of deposits herein established shall be carried into execution under such regulations as may be established by the Secretary of the Navy." (Act of February 9, 1889; Supp. R. S. 640; 25 Stat. 657.)

28–48

In computing interest on deposits by enlisted men the date of deposit should be excluded and the date of discharge should be included. (16 Comp. 30, July 19, 1909; Bu. Memo. 101, p. 1218.)

28–49

Monthly reports.—Deposits in cash or by checkage on pay rolls should be reported monthly on Form N. M. C. 437 (report of deposits, ashore), such reports to accompany pay rolls, a duplicate to be retained at the post. Deposits of marines paid by a naval pay officer should be reported monthly on Form N. M. C. 436.

28–50

New deposits.—Where the marine's service-record book shows no previous deposits, the word "New" followed by date of enlistment should be entered over ~~after~~ his name on Form N. M. C. 437 (report of deposits) upon which his initial deposit is reported to the paymaster.

28–51

The report of deposits, rendered on the first day of the month, should include deposits made in cash on that day and those checked on the roll for the preceding month. Deposit by checkage on pay roll should be reported as of the first day of the following month.

28–52

Deposits in cash should be forwarded by check (payable at par at the paymaster's station) with the report or deposited to the credit of the paymaster carrying the accounts in the nearest depository.

28-53

Men joining by transfer.—No notation on pay rolls, either under "Remarks" or over the men's names, regarding deposits will be required, except upon first joining by transfer ~~from other rolls or~~ from another paymaster, when the word "Deposits," if any, will be noted ~~over~~ opposite the name to indicate to the new paymaster that he should receive a deposit book in such a case. Otherwise checkage of the proper amount in the place and manner indicated under "Debits" on the pay roll will be sufficient.

28-54

Prior to transfer, deposit accounts as shown in service-record books should be verified by comparison with the retained copies of the report of deposits. (Form N. M. C. 436 or 437.)

28-55

Report when paid by Navy pay officers.—Commanding officers or noncommissioned officers in charge of marine detachments paid by Navy pay officers should obtain from such pay officers the data necessary for them to render the report of deposits, Form N. M. C. 436, immediately after the first day of the month. This form will be rendered monthly, regardless of the fact of whether deposits are made or not.

28-56

Men serving afloat.—Deposits by enlisted men of the Marine Corps serving afloat shall be made, reported, or closed on the same forms and in the same manner as provided for enlisted men of the Navy. The deposit record books of men transferred will be transmitted on the same forms and in the same manner as provided for enlisted men of the Marine Corps serving ashore.

28-57

Entry in service-record book.—Each commanding officer of marines, both ashore and afloat, shall cause to be entered in the service-record book of an enlisted man the date, and, in figures, the amount of each deposit made by the man.

28-58

~~(1) *Transfers.*—The commanding officer of the marine company, detachment, or organization is charged with the duty of notifying the disbursing officer paying the company, etc., of the transfer of any men from the company, etc., by furnishing the disbursing officer a copy of "Report of transfer," N. M. C. 312.~~

(2) Upon receipt of Form 312, the disbursing officer will immediately transmit by ~~letter~~ Form NMC 379, in duplicate, the deposit record books of any of the men transferred, to the disbursing officers of the ship or station to which the

28–58

(1) *Transfers.*—The commanding officer of the marine company, detachment, or organization is charged with the duty of notifying the disbursing officer paying the company, etc., of the transfer of any men from the company, etc., by furnishing the disbursing officer a copy of "Report of transfer," NMC 312.

(2) Upon receipt of Form 312, the disbursing officer will immediately transmit by Form NMC 659, in duplicate, the deposit record books of any of the men transferred, to the disbursing officers of the ship or station to which the men were transferred. The form should show name, book number, and amount deposited in the case of each man transferred having deposits, the duplicate of this form to be receipted by the receiving officer and returned to the officer transmitting the same. In the case of a man transferred to a foreign station his deposit-record book will be forwarded to the assistant paymaster at the port of embarkation, the man's ultimate station being noted on the letter of transmittal. (C. M. C. M. 5 and 6.)

men were transferred. The form should show name, book number, and amount deposited in the case of each man transferred having deposits, the duplicate of this form to be receipted by the receiving officer and returned to the officer transmitting the same.

28–59

A marine should not be permitted to start a new deposit account within six months of the expiration of enlistment.

28–60

Should a deposit book of a marine be lost, the disbursing officer should so inform the Paymaster, Marine Corps, stating all the circumstances connected with such loss, and requesting that he be furnished with a statement showing the amount standing to the man's credit as having been deposited. Upon receipt of such statement the disbursing officer concerned should immediately open a new deposit book, giving it the same number as the original, and attach to it the statement received from the paymaster. The paymaster will compare his record with that of the General Accounting Office, when practicable, before furnishing said statement, and will inform that office of the action taken.

28–61

Deposit omitted.—When a paymaster discovers that a deposit has been omitted from the record book by another paymaster, he should forward the book, if practicable, to that paymaster for the entry of the omitted deposit. If this be impracticable, he should obtain from the paymaster a letter authorizing the entry; then make the entry—signing the name of the other paymaster with his own thereunder in such manner as to indicate by whom the signature was made—the letter to be retained by the paymaster making the entry as authority therefor. (Bu. Memo. 171, p. 3601.)

28–62

Record of deposit accounts.—The Paymaster, Marine Corps, maintains a complete record of the deposit accounts of all enlisted men of the Marine Corps, to embrace amounts deposited, dates of deposits, and the paymaster of the Marine Corps or Navy with whom deposited. (C. M. C. M. 5.)

28–63

Monthly abstract of deposits.—Each assistant paymaster and special disbursing agent shall forward to the General Accounting Office monthly an abstract of all deposits appearing in the accounts for that month, with a list of names of depositors showing in each case the number of the record book, and the date and amount of deposit, carefully separating the deposits received in cash from those made by checkage on pay roll or voucher. Paymasters shall debit themselves only with the total of deposits received in cash; the deposits made by checkage involve no entries in their account current or cash account. All officers of the paymaster's department shall furnish to the paymaster of the corps a copy of their abstract of deposits (N. M. C. 439) as soon as practicable after the first day of the month in which such deposits are made. This copy will, under no circumstances, be held until returns for that month are forwarded, and will be submitted monthly whether or not deposits are made. (C. M. C. M. 5.)

28–64

Upon final discharge, the paymaster settling the account shall credit each depositor, in the final statements, with the total amount of his deposits, and also with the accrued interest thereon, to include the date of his discharge.

28–65

Interest.—The paymaster concerned shall transmit the deposit record books of men discharged to the General Accounting Office with his monthly account. Interest on deposits will be computed in the spaces provided therefor in the deposit record book, the total deposits and interest being entered in the proper columns immediately following the last entry in the book, which totals will in all cases correspond to the amount of deposits and interest as credited on final statements, or in account on extension of enlistment. (See art. 28–76 (2).) The interest on the first deposit shall be computed from the date (not inclusive) of said deposit to the date (inclusive) of the second deposit and entered in the column for that purpose. The interest shall then be computed on the sum of the first and second deposits from the date (not inclusive) of the second deposit to the date (inclusive) of the third and entered in the appropriate column, and so on, adding to the amount of each deposit the sum of all previous deposits, and computing the interest thereon from the date (not inclusive) of such deposit to that of the next succeeding deposit or that of final discharge (inclusive); but no sum shall draw interest unless it has been deposited for a period of six months or longer. (C. M. C. M. 4.)

28–66

Deposit book lost.—When the deposit book of a marine who is due for discharge at a shore station has not been received, or is lost, the paymaster settling the account of the man should request the Paymaster, Marine Corps, by wire if necessary, to furnish the required data to enable him to pay the deposits and accrued interest on the date of discharge.

28–67

(1) ***Deposits of deserters.***—All deposits made prior to desertion should be withheld on final settlement, subject to claim on the General Accounting Office, unless the records show that the mark of desertion has been removed as having been erroneously made.

(2) In furnishing the account of a deserter from the deserters' roll, who has deposits, there will be noted in the deposit record book, if mark of deser-

tion has been removed, "Mark of desertion of ——— (give date) removed, Major General Commandant, ——— (date)."

(3) If mark of desertion is removed after furnishing account from the deserters' roll, or by the General Accounting Office, the above remarks will be entered by the assistant paymaster in charge of deposit record book at that time.

28–68

In either of the above cases deposits and interest will be paid in full on discharge or reverting to inactive status.

28–69

Enlisted men paid on individual voucher should make deduction on such voucher for the amount deposited under the title "Less deduction for," at the time of its preparation by them. The rendition of Form N. M. C. 437 (reports of deposits) is not necessary in such cases.

28–70

In preparing the "Abstract of deposits" (Form N. M. C. 439) all new deposits (i. e., those of men who are given a new deposit record book upon making their first deposit) should be indicated thereon by writing the date of current enlistment ~~opposite~~ over their names. ~~in each case in the column "Pay roll~~."

28–71

Carbon copies to be clear.—As the deposit record in the office of the Paymaster is prepared solely from the carbon copy of Form N. M. C. 439, it is necessary that the copy be clear and distinct, all letters and figures being perfectly legible. To this end fresh carbon paper should be used, and changes or corrections should be carefully made on the carbon as well as on the original.

28–72

Liability for debts.—The act of February 9, 1889 (25 Stat. 657), does not exempt deposits by enlisted men for liability for any debts the depositors might owe the Government. (Bu. Memo. 109, p. 1347; 16 Comp. Dec. 566, March 2, 1919.)

28–73

(1) *Interest when detained beyond term of enlistment.*—An enlisted man having a deposit, who is detained beyond the term of his enlistment on account of sickness, not incurred in the line of duty, is entitled to interest on such deposit to the date of his final discharge. (Bu. Memo. 65, p. 127; Comp. Dec. July 13, 1906.)

(2) A soldier sentenced to confinement for a period beyond the termination of his enlistment is entitled to interest on his deposit to date of his discharge. (Cir. No. 96, N. D. 1909; Comp. Dec. February 23, 1909.)

28–74

Amounts due a post exchange can not be checked against deposits. (22 Comp. Dec. 538, April 20, 1918.)

28–75

Liability of paymaster.—A paymaster who fails to account for the deposit of an enlisted man is liable for both the amount of the deposit and the interest thereon as paid by the Government. (15 Comp. Dec. 534, February 27, 1909.)

28–76

(1) *When deposits and interest are payable.*—Deposits and interest are payable only at the time of final discharge. A man who extends his enlistment is not entitled to be paid deposits until the expiration of the enlistment, i. e., until discharged. (19 Comp. Dec. 384, December 28, 1912.)

(2) Upon extension of an enlistment, the disbursing officer having the accounts of a person who has a deposit account shall close the man's deposit record book in the usual manner to include the date prior to the date on which the extension becomes effective, incorporating the total amount of deposits with accumulated interest in the total credits due; the total of deposits and interest thereon to be immediately checked against the total credits and entered in a new deposit record book as an initial deposit made effective from the first day of the month following the month in which the extension becomes effective. The old deposit record book will be forwarded with the returns of the disbursing officer concerned. (See Art. 1781 (6), N. R.) (C. M. C. M. 3.)

28–77

An enlisted man discharged for fraudulent enlistment is entitled to be repaid any amount he may have deposited in his fraudulent enlistment. (22 Comp. Dec. 538, April 20, 1916; Comp. Dec. November 7, 1916.)

28–78

Retired enlisted men of the Marine Corps on active duty may make deposits. (Auth. Sec. Navy, December 15, 1917.)

28–79

An enlisted man transferred to the Fleet Naval Reserve is entitled to repayment of deposits and interest at date of transfer. (Bu. Memo. No. 191, p. 4138.)

28-80

Deposits made by enlisted men of the Naval Reserve, Marine Corps Reserve, National Naval Volunteers, and the Naval Militia on active duty will be repaid with interest on the date of detachment from said active duty. (Comp. Dec. July 3, 1917; Bu. Memo. No. 197, p. 4302.)

28-81

Exemption of deposits.—Savings deposits of enlisted men of the Army and interest thereon are exempt under the act of June 12, 1906, from liability for debts due to individuals, to meet a sentence of court-martial imposing forfeiture of pay or allowance, and for the soldier's private debts, but are not exempt from all liability for debts due the United States. Allotments of all classes and war risk insurance premiums should be deducted from the soldier's

pay, clothing money, and deposits on final statement in cases where such allotments, etc., are clearly shown to be debts due the Government. (25 Comp. Dec. 369, November 12, 1918.)

DESERTERS' ACCOUNTS

28–91

When an enlisted man is declared a deserter his account will be closed by his commanding officer to include the date prior to desertion and a statement closing account for settlement (Form N. M. C. 90), in duplicate, at once furnished the paymaster or paymaster's deputy concerned. A copy of the clothing statement (Form N. M. C. 146) will accompany this form. However, no credit or checkage for clothing undrawn or overdrawn will be made. Both the face and reverse of Form 90 will be completed in every respect. "Remarks" will show all data not elsewhere stated required to substantiate the balance shown; also the hour, date, and place of desertion.

28–92

(1) *Money left by deserters.*—All money found among the effects of a deserter should be transmitted immediately to the paymaster having the accounts of the man and the amount thereof credited on the statement closing account for settlement (Form N. M. C. 90), proper notation being made under "Remarks."

(2) In cases where cash effects of deserters are transmitted by letter to the paymaster handling the man's account, the letter of transmittal should be in duplicate, the original letter to be filed by the paymaster with the account in which the cash is taken up.

28–93

Allotments of deserters.—Should a deserter have an allotment, the paymaster having his account will at once be notified, by telegraph or cable, if necessary, in order that the same may be stopped without further payment.

28–94

Transfer pay account of deserter.—On receipt of a statement closing account for settlement (N. M. C. 90) in the case of a deserter, the assistant paymaster or other disbursing officer concerned will prepare the usual transfer pay account and forward the same to the Paymaster, Marine Corps, Washington, D. C.

28–95

Sale of deserters' effects.—When effects of deserters are sold at a post an account of such sale should be made on Form N. M. C. 504, in duplicate, where no cash is realized from the sale, and in triplicate where all or a portion of the articles are sold for cash, and the forms so prepared immediately transmitted to the paymaster having the accounts of the men, accompanied by the cash, check, or certificate of deposit. No copy of this form is necessary to file as a voucher with the pay roll upon which the checkage is made against the account of an enlisted man for articles purchased at such sales, but proper entry covering checkage should be made under "Remarks" on pay roll. In the first column the name and rank, date of enlistment or reenlistment, and date of desertion should be entered. The name and rank of purchaser should be entered in the column provided for that purpose, surname to the left. The articles sold should be itemized opposite the name of the purchaser. In the column "Total by individuals, cash and checked," enter the total amount of sales to be credited to each deserter, and not the total sold to individual purchasers.

28–96

Deserters' roll.—All accounts of deserters from the Marine Corps will be kept on a deserters' roll at Headquarters, Marine Corps, Washington, D. C., and will remain open sufficiently long to allow the deserter a period of six months from date of desertion in which to return to the service. At the expiration of this period his account will be closed. The officer in charge of the deserters' roll will render quarterly accounts to the General Accounting Office in the usual manner.

28–97

Pay of deserters returned to military control.—When a deserter surrenders himself or is delivered at a station he shall be taken up for pay on the rolls of the post designated by the Major General Commandant, from the date of his reception or the date of his return to military control. He shall be credited with pay, but no money shall be paid to him until his transfer account from the "deserters' roll" is received and the mark of desertion removed. Until the mark of desertion is removed or the case disposed of by court-martial or otherwise the word "Deserter" in red ink will appear on pay rolls over his name. Expenses for his apprehension, transportation, and subsistence shall be paid on public bill by the proper disbursing officer of the Quartermaster's Department and checked against his account. (See arts. 18–81 and 18–82.) A notice of his return together with a request for his account will be prepared, with all necessary information, and forwarded immediately to the Major General Commandant.

28–98

(1) ***Transfer of accounts from deserters' roll.***—The account of a deserter furnished from the deserters' roll will be transferred on regular transfer N. M. C. 40 or 41 P. M., the original and one copy being furnished the assistant paymaster charged with the settlement of the pay roll of the station or post where the deserters' account is to be taken up. The commanding officer of such station will be furnished a copy of said transfer by the Paymaster, Marine Corps.

(2) If the mark of desertion has been removed as having been erroneously entered prior to date of transfer from the deserters' roll, any balance that may be due and unpaid will be transferred instead of being checked subject to claim on the General Accounting Office.

(3) In case of removal of the mark of desertion subsequent to furnishing the account from the deserters' roll, request for credit N. M. C. 301 P. M. will be furnished the assistant paymaster carrying the man's account at the time.

(4) In case of the removal of the mark of desertion after the balance has been checked the latter may be adjusted if the account is carried on the rolls of the assistant paymaster who made the checkage or by usual request for credit.

(5) In all cases of the removal of the mark of desertion the number and date of the Major General Commandant's letter removing the mark of desertion should be shown on the pay roll where credit appears if taken up from the General Accounting Office, and on N. M. C. 301 P. M. where credit is requested.

(6) For repayment of deposits made prior to date of desertion, see article 28–67.

28–99

"For the purpose of determining the rights of the soldier to receive pay and allowances for past services, the fact of desertion need not be established by the findings of a court-martial." (U. S. *v.* Landers, 92 U. S. 77, S. A. M. 55.)

28–100

Pay and allowances due and unpaid under a former enlistment are not affected by conviction and sentence for desertion in a subsequent enlistment. (P. M. G., Army, January 27, 1868, 4850, E. B.)

28–101

A deserter is again in service from the date of his delivery to proper military authority, and can not be deprived of his pay and allowances from that date by an Executive order, but only by sentence of court martial. (3 Comp. Dec. 676, June 11, 1897.)

28–102

"Desertion is willful absence from the service without leave and with no intention of returning, and forfeits all pay and allowances, including retained pay accrued at the date of desertion." (4 Comp. Dec. 279, November 30, 1897.)

28–103

"The Secretary of the Navy has no authority to remove the charge of desertion standing on the rolls against an enlisted man so as to relieve him from forfeitures incurred by the act unless such entry is found by him to be erroneous in point of fact." (4 Comp. Dec. 279, November 30, 1897.)

28–104

"A soldier who had been apprehended as a deserter and who, without having been restored to duty, was discharged without trial by reason of desertion is not entitled to arrears of pay or travel pay so long as the fact of desertion appears on the records." (9 Comp. Dec. 517, March 30, 1903.)

28–105

"The officer in charge of the deserters' roll should in the case of a marine who has overdrawn his clothing account, include such amount in statement of his account." (Bu. Memo. 47, p. 475; Comp. Dec., January 28, 1905.)

28–106

"A soldier who, after his term of enlistment has expired, is arrested for desertion and sentenced by a court-martial to imprisonment is not, during the period of his arrest and confinement, in the performance of actual military service or making good time lost in desertion as contemplated by the forty-eighth article of war, and is not for that period entitled to pay or clothing." (12 Comp. Dec. 592, April 7, 1906.)

28–107

"An error of $10 was made in computing the pay due a marine on November 30; on December 12 he was paid $10 in excess of the amount due on November 30; on December 13 he deserted. Under these conditions it is proper for the paymaster to take credit for the amount of pay accrued to the deserter during the period December 1 to 12." (Bu. Memo. 86, p. 636; Comp. Dec., April 23, 1908.)

28–108

(1) If the judgment of a court-martial (i. e., the approved findings of the court) is based on the fact that the accused did or did not desert, said judgment should be followed by the Pay Department. (15 Comp. Dec. 661, April 28, 1909.)

(2) When the findings of a court (either guilty or not guilty) in the case of a marine charged with desertion are disapproved by the reviewing authority, and it is not clear from the order promulgating the action of the court that the marine was or was not a deserter, the paymaster should submit the case to the Paymaster, Marine Corps, for proper action, toward ascertaining the facts. However, if the disapproval of the reviewing authority is based upon some technicality of law, or it is apparent from his remarks that the findings of the court are fully justified by the evidence, the paymaster should, in making payment, follow the findings of the court, treating the marine as a deserter in fact if the findings are guilty, or as an absentee without leave if the findings be not guilty. If the disapproval of the reviewing authority is

based upon the fact that in his opinion the testimony or evidence shows that it was or was not the intention of the accused to desert, the paymaster should follow the action of the reviewing authority, treating the soldier as a deserter in fact in the event that the disapproval is of a finding "not guilty" and as an absentee without leave if the disapproval be of a finding of guilty." (12 Comp. Dec. 328, December 2, 1905; 15 Comp. Dec. 661, April 28, 1909; Op. J. A. G., Army, November 9, 1909.)

28–109

Responsibility for payment to man convicted of desertion.—An ordinary seaman was convicted of desertion, but his account was not transferred to the deserters' roll nor was the balance due at date of desertion checked; he was later paid (at time of transfer to another ship) an amount including this balance. As all pay and allowances due at date of desertion are forfeited, payment of such balance was illegal and the pay officer who made it is responsible. (Comp. Dec. February 26, 1914; Bu. Memo. 157, p. 3008.)

28–110

Pay of deserter after return to military control.—An enlisted man convicted of desertion forfeits by law all pay due him on the date of desertion. He is, however, entitled to pay, except such part thereof as may be subject to checkage by sentence of a court-martial, from the date he returns to the service, whether or not the mark of desertion has been removed. (Comp. Dec. December 19, 1914; Bu. Memo. 166, p. 3472.)

28–111

(1) *Constructive reenlistment.*—Where an enlisted man of the Marine Corps who deserted therefrom in time of peace and subsequently returned to his organization, which was then in France, operating under the Army and subject to Army regulations, was restored to duty without trial, the date of return being within two years after the expiration of enlistment, such restoration to and acceptance of duty is a constructive reenlistment or extension of enlistment, and credit for pay should be allowed from the date of return to military control.

(2) Where a constructive reenlistment takes place by the continuance of an enlisted man in the service after desertion, credit for the continuous service increase of pay is not acquired until the enlisted man has made up the time lost through desertion or other unauthorized absence. (25 Comp. Dec. 881, May 17, 1919.)

28–112

Removal of mark of desertion not erroneously made.—The action of the Secretary of the Navy in condoning the offense of desertion of an enlisted man upon surrender and extension of enlistment and in removing the mark of desertion from the records, except when erroneously made, does not alter the fact that desertion actually took place nor authorize refund of the pay and allowances forfeited by reason thereof. (27 Comp. Dec. 46, July 14, 1920.)

28–113

Pay of deserter upon return to duty.—In absence of sentence by court-martial to confinement and forfeiture of pay, a deserter from the Navy upon his return to duty and assignment to a hospital for treatment is entitled to pay computed upon the base pay prescribed by act of May 18, 1920 (41 Stat. 602) from the date of his return, if after January 1, 1920, to date his enlistment was due to expire, and at the same rate thereafter to and including the date of his actual discharge. (27 Comp. Dec. 541, December 13, 1920.)

FEES OF CIVILIAN WITNESSES

28–121

Fees and mileage, or traveling expenses, of civilians duly summoned as witnesses before a naval court or board are chargeable to the appropriation "Pay, Miscellaneous, Navy," and may be paid by disbursing officers of the Marine Corps at stations where there is no pay officer of the Navy available to make such payment. (Section 457, Naval Courts and Boards, 1923.)

HOSPITAL FUND

28–122

(1) The Secretary of the Navy shall deduct from the pay due each of the officers and enlisted men of the Marine Corps at the rate of 20 cents per month for every officer and marine to be applied to the fund for Navy hospitals. (1614 and 4808 R. S.)

(2) The six months' death gratuity payable under the act of June 4, 1920 (41 Stat. 824), is not subject to deduction for hospital fund.

(3) Checkages for hospital fund at the rate of 20 cents per month should be made against the accounts of all officers and enlisted men of the Marine Corps, on the active or retired list, and also from the inactive pay of transferred members of the Fleet Marine Corps Reserve.

(4) Members of the Marine Corps Reserve while on active duty will have 20 cents per month hospital fund deducted from their active duty pay in the usual manner, except that transferred members of the Fleet Marine Corps Reserve who were transferred prior to July 1, 1925, on active duty in time of war, or other national emergency, will continue to have the 20 cents hospital fund deducted from their inactive pay.

Hospital Subsistence

28–123

(1) "For every * * * officer, seaman, or marine admitted into a Navy hospital the institution shall be allowed one ration per day during his continuance therein, to be deducted from the account of the United States with such officer, seaman, or marine." (4812 R. S.)

(2) The value of the ration to be checked against the accounts of those persons not entitled to rations while sick in hospital, under section 4812, R. S., is the value of the hospital ration as fixed from time to time in the annual appropriation acts. (Comp. Gen. Dec., October 10, 1925, A–9855.)

(3) *Officers,* active or retired, admitted to Naval, Army, Marine, or other hospitals, where the expenses are paid by the United States are checked the value of one hospital ration per day, to be credited to the naval hospital fund.

(4) *Checkage* for hospital subsistence should be made by the paymaster handling the pay account of the officer concerned on the regular monthly voucher, notation being made opposite the checkage: "Hosp. Sub. U. S. N. Hosp. ——— (date) ——— to ——— (date)"; similar notation being made over the amount on the "Recapitulation and Transcript."

(5) No checkage for hospital subsistence will be made against the account of enlisted marines on active duty at posts or barracks as their rations at their regular station are stopped while under treatment in the hospital.

(6) *Retired men.*—Checkage of the value of one ration per day should be made against the account of a retired enlisted man while undergoing treatment in a naval hospital. (Bu. Memo. 153, p. 2863; 26 Comp. Dec. 784, March 31, 1920.)

(7) Paymasters having the pay accounts of officers, active and retired, and of retired enlisted men undergoing treatment in hospitals will be furnished by the medical officer in command of the hospital with ration admission and discharge notices (S. & A. Form 35–m), which will be filed as subvouchers to the voucher upon which checkage has been made. Upon receipt of a ration admission notice, disbursing officers should make checkage of the value of one hospital ration per day (computed upon the actual number of days in the month) from the date following the date of admission to the hospital and including the date of discharge, S. & A. Form 35–m (admission) being filed with the first voucher upon which checkage is made, and S. & A. Form 35–m (discharge) being filed with the last voucher upon which checkage is made.

(8) *In Army hospital.*—Should an officer of the Marine Corps, while in an Army hospital under competent authority, pay subsistence charges out of his personal funds he should prepare and submit a claim for reimbursement on Standard Form 1012 ~~Form N. M. C. 420,~~ accompanied by the receipted bill, *to the paymaster who carries his account.* The officer's account will be charged at the rate of the value of one hospital ration for each day subsisted in hospital and the balance of the expense borne by the naval hospital fund, in accordance with the provisions of Article 1827, Navy Regulations. A copy of the voucher will be forwarded to the Bureau of Medicine and Surgery, Navy Department.

(9) If approved by the officer in charge of the Army hospital, the bill may be sent for payment to the paymaster who carries the account of the marine officer. Upon its receipt, the paymaster will forward to the hospital Form N. M. C. 377, and upon its return, properly certified, payment will be made to the hospital, and the officer checked the value of one hospital ration per diem for the time subsisted. A copy of the voucher will be sent to the Bureau of Medicine and Surgery, Navy Department.

(10) *In St. Elizabeths Hospital.*—"Commissioned officers of the Army, Navy, and Marine Corps, who are received in St. Elizabeths Hospital upon the orders of the Secretary of War and the Secretary of the Navy, respectively, are not entitled while undergoing treatment in said institution to subsistence at the expense of the Government." (Comp. Dec. January 24, 1912: Bu. Memo. 131, p. 1978.)

(11) An officer of the Marine Corps undergoing treatment in a naval hospital but who does not take any meals at such hospital is not chargeable with the value of hospital subsistence.

(12) *An enlisted man on detached duty* absent from duty on account of sickness is entitled to be subsisted during sickness at Government expense, in a naval hospital, in which case his per diem in lieu of subsistence would cease and his commuted ration would be paid into the hospital funds, or, if no Government hospital is available, he may continue to draw his per diem in lieu of subsistence as long as he subsists himself and remains on detached duty. (24 Comp. Dec. 425, January 25, 1918.)

LIFE INSURANCE

28–131

(C. M. C. M. 4)

(1) *General.*—"In order to give to every commissioned officer and enlisted man and to every member of the Army Nurse Corps (female) and of the Navy Nurse Corps (female) when employed in active service under the War Department or Navy Department protection for themselves and their dependents, the United States, upon application to the United States Veterans' Bureau and without medical examination, shall grant United States Government Life Insurance (converted insurance) against the death or total permanent disability of any such person in any multiple of $500, and not less than $1,000 or more than $10,000, upon the payment of the premiums as hereinafter provided. Such insurance must be applied for within one hundred and twenty days after enlistment or after entrance into or employment in the active service and before discharge or resignation." (Sec. 300 of the World War Veterans' Act, 1924, as amended by act of May 29, 1928.)

(2) The United States will grant insurance against death or total permanent disability in any multiple of $500, and not less than $1,000 or more than $10,000, to any veteran of the World War who has heretofore applied for or been eligible to apply for yearly renewable term (war time) insurance or

United States Government life (converted) insurance, subject to the provisions of section 310 of the World War Veterans' Act, 1924, as amended May 29, 1928, as follows:

(*a*) That such person is in good health and furnishes evidence satisfactory to the director to that effect.

(*b*) That no person may carry more than $10,000 of United States Government life insurance at one time.

(*c*) That the amount of insurance applied for under section 310, plus any amount of insurance carried under a previous policy and surrendered for cash, shall not exceed $10,000.

(*d*) That the provisions outlined above shall apply only to persons who served in the military or naval forces of the United States in the course of the World War, from April 6, 1917, to July 2, 1921, and who applied or were entitled to apply for yearly renewable term (war time) insurance or United States Government life (converted) insurance.

(3) The effective date of insurance applied for under paragraph (1) of this article and the date of the policy will be the day on which valid application and tender of premiums are made by delivery to a naval official or his representative, to be forwarded through channels, or by mailing direct to the United States Veterans' Bureau, Washington, D. C.

(4) The effective date of insurance under paragraph (2) of this article:

"United States Government life insurance authorized by section 310 of the World War veterans' act, 1924, as amended May 29, 1928, will be issued effective as of the first day of the month in which application for insurance is made to the United States Veterans' Bureau, unless the applicant expressly makes written request at the time of applying to have the insurance become effective as of the first day of the month following the month in which application for insurance is made. United States Government life insurance granted in accordance with the provisions of section 310 of the World War veterans' act, 1924, as amended May 29, 1928, may upon the request of the applicant be made effective the first day of any month prior to the month in which application for insurance is made:

"*Provided*, That such date is not more than six months prior to the first day of the month in which application is made nor prior to May 29, 1928:

"*Provided further*, That there is paid an equal to the full reserve on the Government life insurance policy at the end of the month prior to the month in which application for insurance is made, plus the first premium on the converted insurance for the month in which the application is made. This privilege is extended to those who desire to take advantage of the premium rate for the younger age."

28–132

Rescinded. (C. M. C. M. 4.)

28–133

Beneficiary.—The insured under a United States life (converted) insurance policy may designate any person, firm, corporation, or legal entity as the beneficiary under his policy, either individually or as trustee. (C. M. C. M. 4.)

28–134

(C. M. C. M. 4)

(1) *Change of beneficiary.*—The insured under United States Government life insurance shall have the right at any time, and from time to time, and without the consent or knowledge of the beneficiary, to change the beneficiary. A change of beneficiary must be made by written notice to the United States Veterans' Bureau over the signature of the insured and shall not be binding on the bureau unless received and endorsed on the policy by the bureau. A change of beneficiary must be forwarded to the bureau by the insured or his agent and should be accompanied by the policy.

(2) A change of beneficiary may be indorsed during the lifetime of the insured or after his death, and when so endorsed said change shall be effective as of the date the insured signed the written notice of change of beneficiary. The bureau shall be protected in all payments made to the beneficiary last of record and before receipt of notice of a change of beneficiary, and no payments so made shall be paid again to the changed beneficiary. The insured may exercise any right or privilege given under the provisions of a Government life insurance policy without the consent of the beneficiary. An original designation of a beneficiary may be made by last will and testament, but no change of beneficiary may be made by last will and testament.

(3) Application for change of beneficiary will be made on Form 724 (change of beneficiary of war-risk insurance). This form will be prepared in triplicate, witnessed by an officer, the triplicate copy pasted in the service-record book of the insured, and the original and duplicate forwarded to the Veterans' Bureau, via the Paymaster, Marine Corps, Washington, D. C.

28–135

(1) *Applications for Government life insurance* shall be prepared on Form 739 in triplicate. The third copy will be pasted in the service-record book of the enlisted man concerned immediately following "General pay data." The original and duplicate, together with Form N. M. C. 535 P. M., will be forwarded to the Paymaster, through the paymaster or special disbursing agent on whose rolls the applicant's accounts are borne, for further transmittal to the Veterans' Bureau. In case of officers who apply for insurance, the third copy of the application should be retained by them.

(2) Every application for insurance will, if correctly prepared, be recorded by the paymaster on whose rolls the individual's account is carried; if improperly executed, it should be returned for correction.

(3) Upon receipt of an application for converted insurance and voluntary allotment to cover premiums thereon, the paymaster carrying the accounts of the insured will register the allotment, writing or stamping on Form N. M. C. 535 P. M., "*this allotment to cover premiums on converted insurance.*" A copy of N. M. C. 535 P. M. will be attached to the original Form 739 and forwarded as directed in the above paragraphs.

(4) Rescinded. (C. M. C. M. 4.)

(5) Rescinded. (C. M. C. M. 4.)

(6) The premium-paying allotment will be registered effective the month in which application for insurance is made and for as long a time as possible.

(7) To stop a premium-paying allotment see instructions contained in article 27–15 (4) and (5). (C. M. C. M. 4.)

(8) The premium-paying allotment will be stopped with the month preceding that in which cancellation or reduction of insurance is requested.

28–136

In accordance with the regulations of the Veterans' Bureau, an allotment registered effective the month in which application for insurance is made will pay the premiums for the next succeeding calendar month, so that insurance premiums will be paid in advance. It is therefore evident that when a man cancels or reduces his insurance and the allotment stopped with the month preceding that in which the request for cancellation of reduction is made, premiums have really been paid to include the last day of the latter month. (C. M. C. M. 4.)

28–137

In case of reduction of insurance, the premium-paying allotment on the insurance remaining in force will be registered, effective the month the reduction is requested.

28–138

Cancellation of insurance.—When the insured desires to cancel his insurance his request should be made by letter, in triplicate, properly signed and bear-

29–3

(1) The words, "when by order of competent authority they are required to participate regularly and frequently in aerial flights * * * as are authorized for the performance of like duties in the Army," quoted in article 29–1, refer to the increase in pay of 50 per cent of the base pay plus longevity.

(2) The additional pay of $2 per month throughout their active service authorized by law for enlisted men of the Navy who have been awarded a medal of honor, distinguished-service medal, Navy cross, or distinguished flying cross being a permanent addition to their pay should be included in computing the "increase of 50 per centum of their pay" for flying duty under the provisions of section 13 (a) of the act of June 4, 1920 (41 Stat. 768), as amended July 2, 1926 (44 Stat. 781), and section 20 of the act of June 10, 1922 (42 Stat. 632), as amended July 2, 1926 (44 Stat. 782). (7 Comp. Gen. 427, January 21, 1928.) (C. M. C. M. 4.)

29–4

1. The Executive order embodying the regulations required by section 20 of the act, as amended, has as its underlying principles:

(*a*) That an officer, warrant officer, or enlisted man, assigned to duty in the aeronautic organization of the Marine Corps must receive orders of competent authority which require him to participate regularly and frequently in aerial flights.

(*b*) That he must perform the flying prescribed in the Executive order.

(2) It is evident that Congress intended the increase pay for flying as a compensation for the risk incurred by reason of flying and therefore a minimum amount of flying is required to entitle a person, under orders requiring aerial flights, to the increase in pay and this minimum is the same for all personnel.

(3) Means of suspending flight pay have been provided to apply in cases where it is impossible for an individual to meet the flight requirements.

(4) Orders requiring aerial flights in the case of officers, warrant officers, and qualified enlisted men will be issued or approved by the Major General Commandant, and, in the case of unqualified enlisted men, by the commanding officer. Paragraph 12 of the Executive order provides the means of suspending flying pay as will be explained hereafter. Officers, warrant officers, and qualified enlisted men will be ordered to duty in the aeronautic organization of the Marine Corps. Their orders requiring aerial flights may be contained in the same orders or may be in the form of a separate order, but without such orders they can not become entitled to flight pay. Qualified personnel are required to file a certified copy of designation or appointment as pilot, observer, etc., with the disbursing officer as a pay-roll voucher, but no such voucher is required in the case of unqualified personnel.

(5) Existing orders, designations, or appointments shall remain in effect until superseded by further orders, designations, or appointments, *but the flight requirements prescribed by paragraph 10 are effective from July 1, 1927.*

ing the signature of a witness. One copy of the request will be pasted in his service-record book over the application for insurance pasted therein, and the original and one copy will be forwarded through the paymaster carrying the accounts of the insured to the Paymaster, Marine Corps, for further transmittal to the Veterans' Bureau. Upon receipt of a request for cancellation of insurance by the paymaster carrying the insured's account he will accomplish Form N. M. C. 303 P. M.

28–139

Reduction of insurance.—When the insured desires to reduce the amount of insurance previously applied for, Form ~~2A~~ 739 will be used, with the following notation written on the face thereof:

"This application is made for the purpose of reducing the amount of insurance applied for by me under date of --------------- from $----------- to $------------."

Application for reduction will be prepared and forwarded in the same manner as original application for insurance.

28–140

(1) *A premium-paying allotment will be stopped* with the month a man is discharged, provided enough pay has accrued; otherwise it will be stopped with the preceding month.

(2) In case of death the premium-paying allotment will be stopped with the month preceding that in which death occurred.

(3) *The checkage of insurance premium allotment* will take precedence over Government indebtedness due to property loss, loss of pay by sentence of deck court, summary court-martial, or general court-martial not involving prison confinement. Sentence of general court-martial involving confinement will operate to stop the premium-paying allotment, and such stoppage will be effected by the disbursing officer carrying the man's account as soon as that officer is notified of the sentence. (S and A Cir. Letter 42, March 30, 1921.) In such case the man concerned should be instructed to remit or have some one else remit the premiums direct to the Veterans' Bureau or suffer his insurance to lapse. Where pay is forfeited pursuant to the court-martial sentence to such an extent that sufficient pay does not accrue to allottor to cover premiums on insurance, the disbursing officer will send a request in letter form (in duplicate) to the Marine Corps allotment officer to temporarily suspend payment of the allotment. One copy of this letter will be receipted and returned by the Marine Corps allotment officer to the disbursing officer concerned. When pay subsequently accrues to the allottor sufficient to cover premiums on insurance, the disbursing officer will advise the Marine Corps allotment officer. During the interval checkage of allotment for insurance premium will be continued to be made on the roll. (See Bu. Memo. 298, p. 10076q.) (C. M. C. M. 3.)

(4) In the case of absence without leave, premium-paying allotments will not be stopped unless the absence develops into desertion, in which case the allotment will be stopped with that month, provided there is sufficient money due; otherwise it will be stopped with the preceding month.

(5) If a man is not in a pay status by reason of operation of Navy Department General Order No. 155, August 6, 1926 (misconduct), the premium-paying allotment may be checked from money due or from subsequent pay, provided a period of 60 days has not elapsed during which no premium allotment was checked, in which case the allotment will be discontinued and insurance automatically canceled. (C. M. C. M. 1.)

28–141

Payment of premiums after discharge.—When a person who has availed himself of Government life insurance is discharged, resigns, or is placed on an inactive status, he shall be advised by his commanding officer of the date to which his insurance premiums have been paid, to the end that if the insured desires to continue his insurance, he may make future premium payments direct to the United States Veterans' Bureau, Washington, D. C.

28–142

Upon reenlistment or reentrance into active service a man acquires a new status in so far as his rights to apply for insurance are concerned, and he may either apply for new insurance within 120 days from such reenlistment or reentrance into active service, or he may continue insurance carried in the previous enlistment, provided premiums on same have been paid regularly since discharge, by renewing previous authorization of deduction of premiums from his pay by the execution of Forms N. M. C. 535A P. M. and N. M. C. 535 P. M.

28–143

Reinstatement of insurance.—Application for reinstatement of lapsed or canceled insurance must be over the signature of the insured and bear the signature of a witness. Form 742 (application for reinstatement) will be used for this purpose, executed and transmitted in the same manner as prescribed for original applications for insurance.

28–144

In every case of reinstatement of Government life insurance, the application for reinstatement must be accompanied by a certified check, money order, or draft for *two months'* premiums on the insurance reinstated, and the premium-paying allotment, registered to pay future premiums, must be effective the month in which reinstatement is applied for; the rate of premium payable on reinstatement is the same as though the insurance had never lapsed and the premium is computed on the amount of insurance reinstated irrespective of the amount of insurance originally applied for.

28–145

Calculation of age.—The following is the correct method for the calculation of the age (nearest birthday) of the insured:

	Year	Month	Day
Applies for insurance	1920	3	15
Man born	1889	2	10
Age	31	1	5

Correct age to be shown on application for insurance is 31. However, should a man apply for insurance on the same day of the month he was born in, but six months removed from the date of birth, he will be given the benefit of the lower age, viz:—

	Year	Month	Day
Applies for insurance	1918	1	1
Man born	1888	7	1
Age	29	6	0

The correct age to be shown on application for insurance is 29.

28–146

(1) to (8) rescinded. (C. M. C. M. 3.)

(9) *Payment of premiums.*—Premiums on Government life insurance must be paid by the insured, and may be paid monthly, quarterly, semiannually, or annually, and by any of the following methods.

(*a*) Sending a certified check, money order, draft, or Government check drawn payable to the order of "Director, United States Veterans' Bureau," to the United States Veterans' Bureau, Washington, D. C.

(*b*) Executing a Navy voluntary allotment on Forms N. M. C. 535 and 535A PM, payable to the Director, United States Veterans' Bureau, Washington, D. C., for the amount of the monthly premiums. *This method can be used only where premium is paid monthly.*

(10) to (13) rescinded. (C. M. C. M. 3.)

~~(14) *Allotments for payment of premiums on converted insurance.*—When allotments are granted for the payment of premiums on converted insurance, such allotment must be effective the month in which application for conversion is made and the following notation placed thereon: "*This allotment to cover premiums on converted insurance.*" In such cases a copy of the allotment will be attached to the original application for conversion (Form 739), in lieu of a money order, draft, or check to cover the first premium.~~

(15) *Stoppage of allotment.*—If, in any month, the insured will not have sufficient pay accruing by the end of the month to liquidate the allotment, the paymaster carrying the accounts of the insured will notify the Paymaster, Marine Corps (by cable or telegraph when necessary), to stop such allotment, and will also advise the allottor that if premiums are not otherwise paid within the month when due, the insurance will lapse for nonpayment of premiums.

28–147

Reinstatement of insurance.—The Government life insurance policy contains the following paragraph:

"Reinstatement 3.—This policy, if it has not been surrendered for cash or for paid-up insurance or if the extended insurance has not expired, may be reinstated upon evidence of the insurability of the insured satisfactory to the Bureau of War Risk Insurance, and upon payment of all premiums in arrears, with interest at the rate of five per centum per annum and the payment or reinstatement of any indebtedness which existed at the time of such default, with policy loan interest."

To reinstate a Government life insurance policy, Form 807 should be executed in triplicate and the amount (all back premiums, including premium for the current month, interest, etc.) necessary to reinstate the policy should be fastened to the original application for reinstatement. Applications for reinstatement will be forwarded in the same manner as original applications for conversion of insurance forms. If the payment of subsequent premiums is to be made by an allotment, such allotment will be effective the month in which application for reinstatement is made. The initial payment, however, covering back premiums, interest, premium for current month, etc., necessary to reinstate the policy, must be made by certified check, money order, or draft and attached to the original application for reinstatement.

NAVY ACCOUNTS AND ACCOUNTING

28–151

No special authority is required by a paymaster of the Marine Corps to take up the pay accounts of officers and enlisted men of the Navy serving with Marine organizations. In such cases the receipt of transfer pay accounts is all that is necessary.

28–152

The pay accounts of enlisted men of the Navy attached to and serving with Marine Corps organizations will ordinarily be stated on the pay roll of the organization in the body of the roll, but following the marine accounts and separated therefrom by two or three spaces. The word "Navy" will be entered immediately above these accounts. Separate pay rolls will, however, be submitted by the medical officer in the case of a separate unit, or when the enlisted Navy personnel is sufficiently large to warrant the same.

28–153

When a person in the Naval service is transferred from an organization payable by a disbursing officer of the Marine Corps, every effort will be made to have the transfer pay account accompany the person so transferred. With this end in view the commanding officer having custody of the service record of an enlisted person of the Navy attached to his command will at once on receipt of the order for transfer, prepare and submit Form N. M. C. 90, (Statement closing account for settlement) to the disbursing officer concerned. In the case of an enlisted person the transfer pay account will be transmitted, if possible, with the service record.

28–154

Whenever the payment of a subsistence allowance to enlisted men of the Navy serving with Marine Corps organizations is authorized, two certified copies of the letter of the Bureau of Navigation authorizing the same will be filed with the first pay roll or individual voucher in which claim for the allowance is made.

28–155

Payments made by a disbursing officer of the Marine Corps from the appropriation, "Pay, Miscellaneous, Navy" (mileage, travel expenses, etc., to naval officers), will be reported in detail to the Bureau of Supplies and Accounts, Navy Department. A copy of the voucher on which the payment is made may be submitted in lieu of the report. This report or copy of voucher will be attached to the copy of account current furnished the Bureau of Supplies and Accounts monthly, via the Paymaster.

28–156

Where payments are made on account of hospital subsistence, in accordance with the provisions of article *28–123* (7), a copy of the voucher on which payment is made will be furnished the Bureau of Medicine and Surgery, via the Paymaster.

POST EXCHANGE

28–158

(C. M. C. M. 1)

(1) *Collections through Paymaster's Department.*—Where credit is authorized and collection through the paymaster's department by checkage on pay roll, etc., is required in accordance with article 12–13, the following procedure will govern:

(2) Collections will be made monthly on current pay rolls in the case of all men attached to the command on the last day of the month, or who have died or been transferred to prison for confinement during the month, as follows:

(3) Where indebtedness is due the exchange of the post or command: By checking in the proper column the accounts of all men (except deserters and men discharged or sentenced to terms of imprisonment while in debt to the United States, but including dead men, and general court-martial prisoners not in debt to cover their indebtedness to include the date of approval of sentence only) stated on the current roll with the full amount of their authorized indebtedness, or such portion thereof as can be charged without producing an overpayment.

(4) Men joining by transfer where indebtedness is due the exchange of other commands: By separately checking, in the manner above indicated, with similar notation under "Remarks," where necessary, the amount due the exchange as shown by notation in service-record books, and stating opposite the name of the exchange in whose favor and to whose credit the checkage is made.

Where sufficient pay is not due on the next succeeding pay roll to cover the full amount of the indebtedness noted in the service-record book, and only a partial checkage is made, the following notation will appear in the column of "Remarks" on the pay roll:

Due exchange (name)-- $--------
Checked this roll-- --------

Balance to be checked-------------------------------------- --------

In the event of the man's transfer, in such case, before the full amount of the indebtedness noted in service-record book is checked, the balance to be checked in favor of the exchange, by name, will be noted in the service-record book at the time of transfer, under the heading "Other checkages pending," in addition to his current indebtedness to the exchange of the command. In addition, if transferred to a ship, the balance to be checked will be incorporated in the post-exchange voucher as hereinafter prescribed.

(5) ***Signature on rolls.***—In all of the above cases (except dead men) the signing of the pay roll, by the men concerned, will be regarded as sufficient acknowledgment of the correctness of their indebtedness to the exchange as there stated, and will further be considered as sufficient voucher therefor to authorize payment thereof by the paymaster concerned without further certification or voucher. In order to insure prompt settlement with the exchange in the cases of men who are not to be paid for any cause, the signatures of such men "for exchange only" will be obtained.

(6) ***When the signature can not be obtained.***—Where it is impracticable to procure signatures on rolls, as in the cases of dead men, there will be filed with the roll on which checkages appear the original evidence (chits, checks, or memoranda of whatever character) as signed by the men concerned corroborating the amount so claimed. If such evidence can not be filed, a certificate by an officer other than the exchange officer, showing the reason why such original evidence is not obtainable, and further stating that the records show that such indebtedness actually exists, in the amount stated in each case, will be filed with the current roll upon which checkages appear.

The accounts of dead men and general court-martial prisoners not in debt, as closed on Form N. M. C. 90 for transfer to the General Accounting Office and the naval prison, respectively, will include checkages to the amount of their indebtedness to the exchange as shown on the current pay roll, as prescribed in paragraph 2 of this article.

The accounts of deserters and men discharged or sentenced to terms of imprisonment while in debt to the United States, as closed on Form N. M. C. 90 for transfer to the deserters' roll, for discharge, or transfer to prison, respectively, will show under "Remarks" the amount due the exchange at date of closing the account, but no checkage on this account will be made on said form or on the pay roll against such man's account. (C. M. C. M. 1.)

(7) Upon the transfer of an account from the deserters' roll, the amount of the exchange indebtedness will be noted under "Remarks," upon transfer pay accounts, as "Check $--------, P. E. Des. Roll." The amount thus noted will be checked in one of the blank spaces on the first pay roll upon which the man's account appears subsequent to receipt of accounts from the deserters' roll, writing opposite the checkage the notation "P. E. Des. Roll," as shown on the transfer pay accounts directing the checkage.

(8) *Payment of accounts checked on rolls of shore stations.*—The paymaster settling the rolls of marines at any shore station is charged with payment, to the several exchanges in whose favor checkages are made, of all properly authorized indebtedness that appear on his rolls, including those of dead men. No payment of post exchange indebtedness will, however, be made in the cases of men joining by transfer from ships whose accounts show a checkage in favor of an exchange.

(9) Collections will be made from men discharged, retired, or transferred to Fleet Marine Corps Reserve, in cash and on final settlement, as follows:

(*a*) Where the indebtedness is due the exchange of the post or command, personal collections, in cash, will be made by the exchange officer at the time of final settlement.

(*b*) Where the indebtedness is due the exchanges of other posts or commands by charging the indebtedness on the account as closed for discharge (N. M. C. 90), and noting opposite thereto the names of the exchanges to which the money is due.

(10) Collections will be made monthly on post-exchange vouchers prepared by the exchange officer, on approved forms, in the case of men discharged or sentenced to terms of imprisonment while in debt to the United States, men transferred to ships, to the deserters' roll, and of court-martial prisoners not in a pay status and who will not return to a pay status, as follows:

(*a*) Men discharged or sentenced to terms of imprisonment while in debt to the United States owing the exchange of the command: By noting on N. M. C. 90, under "Remarks," the amount of the indebtedness due the exchange of the command at the time of discharge or date of approval of sentence, respectively, and including the same with the necessary chits, acknowledgments, etc., on the monthly post exchange voucher covering men transferred to sea under the title "Accounts of men discharged or sentenced to terms of imprisonment while in debt to the United States."

(*b*) Men discharged or sentenced to terms of imprisonment while in debt to the United States owing exchanges of other commands: By noting on N. M. C. 90, under "Remarks," the amount of the indebtedness, with the name of the exchange to which due, and including the same on the monthly post exchange voucher covering men transferred to sea under the title "Accounts of men discharged or sentenced to terms of imprisonment while in debt to the United States," prescribed in subparagraph (*h*) hereof.

(*c*) Men transferred to ships: By noting in the service-record books, at the time of transfer, in the space provided, the amount of the indebtedness to be checked on the next succeeding pay roll of the organization to which transferred, and including the same with the man's signature of acknowledgment thereon, on the usual monthly post-exchange voucher for payment by the pay officer of the station from which the men are transferred.

(*d*) Deserters and court-martial prisoners not in a pay status and who will not return to a pay status owing the exchange of the command: By noting under "Remarks" on N. M. C. 90 the amount of the indebtedness due the exchange of the command at the time of desertion or discharge, respectively, and including the same with the necessary chits, acknowledgments, etc., on the monthly post-exchange voucher covering men transferred to sea under the title "Deserters' accounts" and "Prisoners' accounts," respectively. After date of approval of sentence prisoners not in a pay status are only entitled to such articles as are necessary for their health and comfort, and these are collectible not to exceed $3 per month, payable from "Pay, miscellaneous, Navy."

(*e*) Deserters and court-martial prisoners not in a pay status and who will not return to a pay status owing exchanges of other commands: By separately noting the amount of the indebtedness, with the name of the exchange to which due, on Form N. M. C. 90, and including the same on the monthly post-exchange voucher covering men transferred to sea under the title "Deserters' accounts" and "Prisoners' accounts," respectively, as prescribed in subparagraph (*f*) hereof.

(*f*) Vouchers covering men discharged or sentenced to terms of imprisonment while in debt to the United States, men transferred to sea, deserters, and prisoners not on a pay status will be settled upon receipt, when properly prepared; and in cases of men transferred to ships the checkages on pay rolls will be verified from ships' rolls by the officer in charge of the paymaster's department at the time of his monthly analysis of accounts.

(*g*) Checkages not finally made: Where, in case of men transferred to sea, it develops that checkage has not and can not finally be made against the marine's accounts, instructions will be issued from time to time by the Paymaster, Marine Corps, to the disbursing officer concerned to make proper deductions in subsequent settlements with the proper exchange.

(*h*) Men joining by transfer who are indebted to other exchanges (as shown by their service-record books) and who are discharged or sentenced to terms of imprisonment while in debt to the United States transferred to a ship or to the deserters' roll, or are discharged as court-martial prisoners while not in a pay status: Before the amount has been checked against their pay on the rolls of a shore station, will, in the cases of transfers to ships, be required to sign the usual voucher in favor of the proper exchange at the time of transfer to sea, the certificate as to genuineness of signature to be signed by the commanding officer of the post or organization from which transferred to sea; in the other cases the names and amounts due other exchanges from deserters and discharged prisoners will be included in the same voucher with men transferred to sea, under the title "Accounts of men discharged or sentenced to terms of imprisonment while in debt to the United States," "Deserters' accounts," and "Prisoners' accounts," respectively, with the signatures of acknowledgment of all such men except deserters thereon. The vouchers thus prepared will then be transmitted, with proper explanation, to the exchange concerned for further completion as regards the attachment of the necessary chits, etc., certification, approval, and collection at the post to which the money is due.

(*i*) At stations where payments are made by naval pay officers: A third copy of the post-exchange voucher covering men discharged or sentenced to terms of imprisonment while in debt to the United States, transferred to ships, to the deserters' roll, and court-martial prisoners not in a pay status, respectively, will be prepared by the proper marine officer, revised and certified to agree with the original as paid by the paymaster, and transmitted with the third copy of pay rolls, as prescribed by regulations, to the Paymaster, Marine Corps. (C. M. C. M. 1.)

(11) Checkages for indebtedness to a duly authorized post exchange may be made against an enlisted man on discharge only after all indebtedness to the United States has been settled and checkages for absence without leave, etc., have been made, but no checkage on account of a post exchange may be made on discharge against a man's travel allowance or where the same would result in an overpayment.

(12) Exchange officers will properly indorse and promptly return to the disbursing officer concerned the letter transmitting post-exchange checks (N. M. C. 661). In event it is desired by the exchange officer to hold such forms for a period of over five days after receipt of same, a letter explaining why this form is not returned will be sent to the disbursing officer who made the payment.

(13) "The General Accounting Office desires that the following procedure be observed by all paymasters: That any issues by the post exchange after date of approval of a sentence, and while a man is awaiting transfer to a prison, should not be charged on the marine rolls against pay accruing prior to approval. This should be handled by the post-exchange officer through a request for reimbursement on the Navy pay officer of the prison to whom the man's account is transferred, said request for reimbursement to be supported by the 'chits' or other acknowledgment of the receipt by the man, and certified to by the issuing officer as *issues after date of approval of sentence only.*

"The pay officer of the prison can then settle with the post-exchange officer through the medium of a public bill and charge the prisoner with the amount thereof as 'prison expense issues,' chargeable against the $3 per month allowed to the man under his sentence." (Bu. Memo. 154, p. 2930.)

POWER OF ATTORNEY

28–161

All transfers and assignments made of any claim upon the United States, or of any part thereof, or interest therein, whether absolute or conditional, and whatever may be the consideration therefor, and all powers of attorney, or other authorities for receiving payment of any such claim, or of any part or share thereof, shall be absolutely null and void, unless they are freely made and executed in the presence of at least two attesting witnesses, after the allowance of such a claim, the ascertainment of the amount due and the issuing of a warrant for the payment thereof. Such transfers, assignments, and powers of attorney must recite the warrant for payment, and must be acknowledged by the person making them before an officer having authority to take the acknowledgments of deeds, and shall be certified by the officer; and it must appear by the certificate that the officer, at the time of the acknowledgment, read and fully explained the transfer, assignment, or warrant of attorney to the person acknowledging the same. (R. S. 3477.)

28–162

In order to accommodate officers traveling abroad and to facilitate and simplify collection of pay checks in general, officers may, if they so desire, have their regular checks for pay forwarded direct to and collected by a person or bank by giving a power of attorney to indorse and collect for their account a particular check or class of checks.

28–163

(1) Officers traveling abroad or residing in remote parts of the country for their own pleasure or convenience, where the ordinary methods of payments can not apply, must themselves bear the delay, inconvenience, and expense which may be caused thereby. In every case where payment is authorized to be made to any other than the payee direct, the officer must evidence to the supply officer carrying his accounts the fact of his right to pay by his signature made on the date to which payment is desired. (N. R. 1786–2.)

(2) The officer should request the paymaster having his accounts to forward his pay checks to such person or bank as may be indicated, stating that he has given a power of attorney to indorse and collect the checks so sent.

(3) He should execute a power of attorney in the form indicated below, deliver the original thereof to the attorney, and advise the latter to indorse and forward the same to the Treasurer of the United States, or other depositary upon which the checks will be drawn.

(4) A copy of the power of attorney will be forwarded to the paymaster having the accounts of the officer concerned.

(5) Form of power of attorney to collect money due on disbursing officers' checks is as follows:

"Know all men by these presents: That I, Paul Brown, Major, U. S. Marine Corps of Newport, State of Rhode Island, do hereby make, constitute, and appoint, Newport Trust Co., of Newport, R. I., my true and lawful attorney for me and in my place and stead, to indorse my name on and collect money due on checks drawn in my favor by any disbursing officer of the United States for whatever account (or for, name account in words and figures), giving and granting to my said attorney full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in and about the premises, as fully to all intents and purposes as I might or could do if personally present at the doing thereof, with full power of substitution and revocation, hereby ratifying and confirming all that my said attorney, or his substitute, may or shall lawfully do or cause to be done by virtue hereof. This authority to remain in full force until revoked by me.

PAUL BROWN [Seal]

("Two witnesses with their addresses required.)
"James Carr, 44 State Street, Boston, Mass.
"Charles Bowen, 1 Perry Street, Newport, R. I.

"CITY OF NEWPORT, COUNTY OF NEWPORT,
State of Rhode Island, ss:

On the 25th day of November, in the year 1916, before me came Paul Brown, Major, U. S. M. C., to me known to be the person who executes the foregoing power of attorney bearing date on the 25th day of November, A. D. 1920, and then and there acknowledged the same to be his act and deed.

Witness my hand and official seal this 25th day of November, A. D. 1920.

JOSEPH BLACK."

The indorsement by the attorney:

Name of payee: "Newport Trust Co., by Hiram Jones, Attorney in fact."

28–164

Whether checks are to be forwarded direct to the officer or to a bank or other party, the usual vouchers for pay, etc., must, in the case of an officer on active duty, be submitted to the disbursing officer who has his account in the usual manner. Where card payments are made, as in the case of retired officers on an inactive status, vouchers need not be submitted.

TIME

28–165

(1) *Division of time for pay purposes.*—"Where the compensation of any person in the military service of the United States is annual or monthly, the fol-

lowing rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall be divided into 12 equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st of any calendar month from the computation and treating February as if it actually had 30 days. Any person entering the service of the United States during a 31-day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the 30th day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for one day's unauthorized absence on the 31st day of any calendar month one day's pay shall be forfeited." (Acts June 12 and 30, 1906, 34 Stat. 248, 763.)

(2) For the purpose of computing compensation, and for computing time for services rendered during a fractional part of a month, each and every month shall be held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st of any calendar month from the computation and treating February as if it actually had 30 days. When a promotion or demotion occurs during any month from a place to another place carrying a different compensation, services under such promotion or demotion will be considered as fractional service. (Bu. Memo. 76, p. 393; Comp. Dec., June 28, 1907.) See Article 26-98 (2)

(3) The concluding proviso of section 6 of the act of June 30, 1906 (34 Stat. 763), "That for one day's unauthorized absence on the 31st day of any calendar month, one day's pay shall be forfeited," has no application to employees of the Government resigning at the close of day on the 30th of a 31-day month; hence, there is no authority for deducting one day's pay from the compensation of employees whose services for the Government terminate on the day preceding the 31st day of the month, when otherwise entitled thereto. (26 Comp. Dec. 687, February 26, 1920.)

CHAPTER 29

ADDITIONAL PAY FOR AVIATION

29–1

(C. M. C. M. 2)

Section 20 of the act of June 10, 1922, as amended by the act of July 2, 1926, is as follows:

" Sec. 20. That all officers, warrant officers, and enlisted men of all branches of the Army, Navy, Marine Corps, and Coast Guard, when by orders of competent authority they are required to participate regularly and frequently in aerial flights, and when in consequence of such orders they do participate in regular and frequent flights as defined by such Executive orders as have heretofore been, or may hereafter be, promulgated by the President, shall receive the same increase of their pay and the same allowance for traveling expenses as are authorized for the performance of like duties in the Army. Exclusive of the Army Air Corps, and student aviators and qualified aircraft pilots of the Navy, Marine Corps, and Coast Guard, the number of officers of any of the services mentioned in the title of this act who may be required by competent authority to participate regularly and frequently in aerial flights as defined by such Executive orders as have heretofore been, or may hereafter be, promulgated by the President shall not at any one time exceed 1 per centum of the total authorized commissioned strength of such service. Officers, warrant officers, and enlisted men of the National Guard participating in exercises or performing duties provided for by sections 92, 94, 97, and 99 of the national defense act, as amended, and of the reserves of the services mentioned in the title of this act called to active duty shall receive an increase of 50 per centum of their pay when by orders of competent authority they are required to participate regularly and frequently in aerial flights, and when in consequence of such orders they do participate in regular and frequent aerial flights as defined by such Executive orders as have heretofore been, or may hereafter be promulgated by the President and when such flying involves travel they shall also receive the same allowances for traveling expenses as are or hereafter may be authorized for the Regular Army: *Provided*, That when officers, warrant officers, and enlisted men of the National Guard are entitled to armory drill pay, the increase of 50 per centum thereof herein provided shall be based on the entire amount of such armory drill pay to which they shall be entitled for a calendar month or fractional part thereof, and the required aerial flights may be made at ordered drills of an Air Service organization, or at other times when so authorized by the President. Regulations in execution of the provisions of this section shall be made by the President and shall, whenever practicable in his judgment, be uniform for all the service concerned."

EXECUTIVE ORDER

29–2

"For the purpose of carrying into effect the provisions of section 20 of the act of Congress approved June 10, 1922, as amended by section 6 of the act of July 2, 1926, Public 446, Sixty-ninth Congress, relative to increased pay for personnel of the Army, Navy, Marine Corps, Coast Guard, and National Guard when by orders of competent authority they are required to participate regularly and frequently in aerial flights, and when in consequence of such orders they do participate in regular and frequent flights, and for allowances for traveling expenses incident thereto, the following regulations, effective for the National Guard April 1, 1927, and effective for all other services July 1, 1927, are hereby promulgated and made applicable to all officers, warrant officers, and enlisted men of all branches of the Army, Navy, Marine Corps, Coast Guard, and National Guard.

"1. *Definitions.*—(*a*) The term 'qualified aircraft pilot,' as used in these regulations, shall be construed to include any commissioned or warrant officer or enlisted man of any branch of his respective service who on July 2, 1926, held the rating of airplane pilot, or airship pilot, in the Army Air Corps, or who may thereafter by competent authority be rated an airplane pilot in the Army or the National Guard, or who has been or may hereafter be designated or appointed a naval aviator or naval aviation pilot by competent authority in the Navy or Marine Corps, or who has been, or may hereafter be designated or appointed a Coast Guard aviator or Coast Guard aviation pilot by competent authority in the Coast Guard.

"(*b*) The term 'qualified aircraft observer,' as used in these regulations shall be construed to include any commissioned or warrant officer or enlisted man of any branch of his respective service who has been, or may hereafter be rated an airplane observer or balloon observer by competent authority in the Army or the National Guard, or who has been, or may hereafter be appointed a naval aviation observer by competent authority in the Navy or Marine Corps, or who has been, or may hereafter be appointed a Coast Guard aviation observer by competent authority in the Coast Guard.

"(*c*) The term 'student aviator,' as used in these regulations, shall be construed to include any officer or warrant officer in any branch of his respective service who is appointed a student naval aviator by competent authority in the

Navy or Marine Corps, or who is appointed a student Coast Guard aviator by competent authority in the Coast Guard, and who is duly assigned to a course of instruction in piloting aircraft.

"(*d*) The term 'student aviation pilot,' as used in these regulations, shall be constructed to include any enlisted man in any branch of his respective service who is appointed a student naval aviation pilot by competent authority in the Navy or Marine Corps, or who is appointed a student Coast Guard aviation pilot by competent authority in the Coast Guard, and who is duly assigned to a course of instruction in aircraft pilot duties.

"(*e*) The term 'student aviation observer,' as used in these regulations, shall be construed to include any officer, warrant officer, or enlisted man, in any branch of his respective service, who is appointed a student naval aviation observer by competent authority in the Navy or Marine Corps, or who is appointed a student Coast Guard aviation observer by competent authority in the Coast Guard, and who is duly assigned to a course of instruction in aircraft observer duties.

"(*f*) The term 'aerial flight' is defined as a journey in an aircraft. It begins when the aircraft takes off from rest at any point of support and terminates when it next comes to a complete stop at a point of support.

"(*g*) The term 'travel by air' is defined as a journey in an aircraft made by orders of competent authority and requiring one or more landings away from the starting point.

"(*h*) The term 'continuous journey by air' is defined as any journey made in an aircraft by orders of competent authority, from and return to the place of initial departure or to other final destination specified in the orders, which requires one or more landings, provided that any stop, except that due to necessary delay, in any one locality does not exceed seventy-two hours.

"(*i*) The term 'necessary delay' is defined as a delay incident to one or more of the following conditions during a continuous journey by air:

"(1) Unfavorable weather conditions.

"(2) Necessary repairs to aerial equipment.

"(*j*) The term 'aviation accident' as used in these regulations shall be construed to mean an accident in which an officer, warrant officer, or enlisted man who is required to participate regularly and frequently in aerial flights is injured while an occupant of an aircraft or as the result of jumping from, being thrown from, or being struck by an aircraft or any part or auxiliary thereof.

"2. Each officer or warrant officer who is a qualified aircraft pilot and who is not unfit for duties as such, and who is commissioned in, or duly assigned or attached to, the Air Corps of the Army, or who is duly assigned to duty in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, including those assigned to special, administrative, or school duties, shall be required to participate regularly and frequently in aerial flights; orders requiring such flights shall be issued by the Chief of Air Corps for the Army, the Chief of Bureau of Navigation for the Navy, the Major General Commandant for the Marine Corps or by the Commandant for the Coast Guard, and such orders shall remain in force for the entire period of such commission, assignment, or attachment, except as hereinafter provided in paragraph 12.

"3. Each officer or warrant officer who is a qualified aircraft observer, or a qualified aircraft pilot, who is unfit for piloting duties but is fit and desired for other flying duty, and who is commissioned in, or duly assigned or attached to, the Air Corps of the Army, or who is duly assigned to duty in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, may be required to participate regularly and frequently in aerial flights; orders requiring such flights shall be issued by the Chief of the Air Corps for the Army, the Chief of the Bureau of Navigation for the Navy, the Major General Commandant for the Marine Corps or by the Commandant for the Coast Guard, and such orders shall remain in force for the entire period of such commission, assignment, or attachment, except as hereinafter provided in paragraph 12.

"4. Each officer of the Medical Corps of the Army, or of the Navy who is duly assigned to duty with any aeronautic headquarters or unit of the Army, Navy, Marine Corps, or Coast Guard, or assigned to duty at a station where there is an aeronautic unit, and who has qualified as a flight surgeon, may be required to participate regularly and frequently in aerial flights by the Chief of the Air Corps for the Army, or by the Chief of Bureau of Navigation for the Navy and Marine Corps, and any orders for such requirement shall remain in force for the entire period of such assignment, except as hereinafter provided in paragraph 12.

"5. Each officer, warrant officer, or enlisted man of the Army who is duly assigned to a course of instruction for qualification as aircraft pilot or aircraft observer, and each officer, warrant officer, or enlisted man of the Navy, Marine Corps, or Coast Guard who is duly appointed a student aviator, a student aviation pilot, or a student aviation observer shall be required to participate regularly and frequently in aerial flights; orders for such requirement shall be issued by the Chief of the Air Corps for the Army, the Chief of Bureau of Navigation for the Navy, the Major General Commandant for the Marine Corps, or by the Commandant for the Coast Guard, and orders for such requirement shall remain in force for the entire period of his course of instruction except as hereinafter provided in paragraph 12.

"6. Each officer or warrant officer other than student aviators of the Navy, Marine Corps, and Coast Guard, and those specified in paragraphs 2, 3, 4, and 5, may be required to participate regularly and frequently in aerial flights; orders for such requirement shall be issued by the Chief of the Air Corps for the Air Corps of the Army, the Secretary of War for other branches of the Army, the Chief of Bureau of Navigation for the Navy, the Major General Commandant for the Marine Corps, or by the Commandant for the Coast Guard, and orders for such requirement shall remain in force for the entire period of such assignment, except as hereinafter provided in paragraph 12.

"7. Each enlisted man who is serving in the Air Corps of the Army, or in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, and who is a qualified aircraft pilot, shall be required to participate regularly and frequently in aerial flights by his commanding officer; orders for such requirement shall remain in force for the entire period of such service, except as hereinafter provided in paragraph 12; orders for such requirement and their revocation shall be reported to the Chief of the Air Corps for the Army, the Chief of the Bureau of Navigation for the Navy, the Major General Commandant for the Marine Corps, or to the Commandant for the Coast Guard.

"8. Each enlisted man who is serving in the Air Corps of the Army or in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, and who is not a qualified aircraft pilot or observer, may be required to participate regularly and frequently in aerial flights by his commanding officer, and orders for such requirement shall remain in force for the entire period of such assignment except as hereinafter provided in paragraph 12; orders for such requirement and their revocation shall be reported to the Chief of the Air Corps for the Army, the Chief of the Bureau of Navigation for the Navy, the Major General Commandant for the Marine Corps, or the Commandant for the Coast Guard.

"9. Officers, warrant officers, and enlisted men of the National Guard who come within the following classes will be considered as on duty requiring them to participate regularly and frequently in aerial flights, and no further orders requiring participation regularly and frequently in aerial flights will be required for those enumerated in (*a*), (*b*), (*c*), and (*e*):

"(*a*) Officers and warrant officers belonging to Air Corps organizations of the National Guard who by applicable tables of organization are classified pilot or observers.

"(*b*) Enlisted men belonging to Air Corps organizations of the National Guard who by applicable tables of organization are classified as flight chiefs, crew chiefs, or master photographers.

"(*c*) Officers of the Medical Corps attached to Air Corps organizations of the National Guard, who by applicable tables of organization are classified as flight surgeons.

"(*d*) In addition to the above, such officers, warrant officers, and enlisted men belonging to or attached to Air Corps organizations of the National Guard as may be detailed to such duty by written orders issued by the senior Air Corps commander of each State: *Provided*, That the number of additional enlisted men so detailed in any organization shall not exceed 10 per centum of the maintenance enlisted strength of such organization including attached personnel.

"(*e*) Officers, warrant officers, and enlisted men, who, under authority of the Secretary of War are in attendance at a course of instruction in aircraft pilot duties, aircraft observer duties, or flight surgeon duties at a service school.

"10. For personnel of the Army, Navy, Marine Corps, or Coast Guard, or of the National Guard when participating in exercises or performing duties provided for by sections 94, 97, and 99 of the national defence act, as amended, who are required by competent authority to participate regularly and frequently in aerial flights, the following requirements are prescribed: *Provided*, That any officer, warrant officer, or enlisted man who has been required to participate regularly and frequently in aerial flights by orders of competent authority and who as a result of such orders has participated regularly and frequently in aerial flights, as defined in this Executive Order, and who subsequently becomes incapacitated for flying by reason of an aviation accident shall not be required to perform such aerial flights during such incapacity for a period not to exceed three months following the date of said accident.

"(*a*) During one calendar month, 10 flights totaling at least 3 hours, or in lieu thereof to be in the air a total of 4 hours.

"(*b*) During two consecutive calendar months, when the requirements of subparagraph (*a*) above, have not been met, 20 flights totaling at least 6 hours, or in lieu thereof to be in the air a total of 8 hours.

"(*c*) During three consecutive calendar months, when the requirements of subparagraph (*b*) above have not been met, 30 flights totaling at least 9 hours, or in lieu thereof to be in the air a total of 12 hours.

"(*d*) For fractions of a calendar month the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to a full calendar month.

"(*e*) For fractions of two consecutive calendar months the period in question shall be considered as a unit and the number of aerial flights and time in the air required shall bear the same ratio to the number of aerial flights and time in the air required for a full calendar month as the period in question bears to a full calendar month.

"NOTE.—The above requirements for any particular period may be met at any time during such period.

"(*f*) Each officer, warrant officer, or enlisted man who is required by competent authority to participate regularly and frequently in aerial flights and who is a qualified aircraft pilot, and who is fit for duty as such, shall make the flights above required as pilot, except that an officer, warrant officer, or enlisted man who is both a qualified pilot of lighter-than-air aircraft and a qualified aircraft observer shall make the flights above required either as pilot or as observer as may be directed by competent authority.

"(*g*) Each officer, warrant officer, or enlisted man who is required by competent authority to participate regularly and frequently in aerial flights, and who is a qualified aircraft observer, but is not a qualified aircraft pilot shall make the flights above required as observer.

"11. Each officer, warrant officer, or enlisted man of the National Guard who is in an armory drill pay status and who is required to participate regularly and frequently in aerial flights shall make at least four aerial flights totaling 72 minutes, or be in the air in lieu thereof a total of 96 minutes during a calendar month.

"(*a*) Such required flights may be made at ordered drills of the Air Corps organization to which such officer, warrant officer, or enlisted man belongs or is attached, or when so authorized by the senior Air Corps commanding officer of the State, at any time during the calendar month in question.

"(*b*) For fractions of a calendar month, the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to the entire month.

" (*c*) The duties prescribed above shall be in addition to any other duty or duties which may be required of such officers, warrant officers, and enlisted men while in attendance at assemblies for drill and instruction, and while participating in exercises or performing duties provided for by sections 94, 97, and 99 of the national defense act as amended.

" NOTE.—The above requirements for any particular period may be met at any time during such period.

" 12. A commanding officer shall suspend from flying any officer, warrant officer, or enlisted man under his command, who, in his opinion, is unfit for flying, except as a result of an aviation accident. Such action shall be reported with the reasons therefor for confirmation to the authority who issued the order requiring the officer, warrant officer, or enlisted man to participate regularly and frequently in aerial flights. The confirmation of such action shall have the effect of suspending the order to participate regularly and frequently in aerial flights of the officer, warrant officer, or enlisted man concerned from the date such suspension from flying was made. When any officer, warrant officer, or enlisted man, so suspended from flying, becomes in the opinion of his commanding officer, again fit for flying, the commanding officer shall revoke his suspension from flying and such action shall be reported with reasons therefor, for confirmation to the authority who confirmed the suspension from flying; the confirmation of such revocation shall have the effect of terminating the suspension of the officer, warrant officer, or enlisted man concerned from the date of such revocation by his commanding officer. Provided that in the case of suspension from flying by reason of sickness or injury incurred in line of duty and the suspension is subsequently removed, such suspension shall be considered as nullified from its beginning and the individual concerned shall be entitled to increased pay for flying providing the requirements of paragraph 10 above are complied with.

" 13. Authorized leaves of absence of personnel required by orders of competent authority to participate regularly and frequently in aerial flights shall not suspend such orders for pay purposes.

" 14. When traveling in a continuous journey by air on duty without troops, under competent orders, actual and necessary expenses, not to exceed $8 per day, shall be paid to officers, contract surgeons, warrant officers, and enlisted men of the Army, Navy, Marine Corps, Coast Guard, and the National Guard. When traveling by air under competent orders, to and from encampments held under section 94, national defense act, officers, warrant officers, and enlisted men of the National Guard shall be reimbursed as provided herein.

"15. Compliance with the foregoing requirements constitutes participation in regular and frequent aerial flights within the meaning of the act approved July 2, 1926, 44 Stat. 780, and no flight pay shall accrue to any person during any period in which the provisions of this order are not complied with.

"CALVIN COOLIDGE.

"THE WHITE HOUSE, *March 10, 1927.*"

29–3

~~The words, "when by orders of competent authority they are required to participate regularly and frequently in aerial flights * * * as are authorized for the performance of like duties in the Army," quoted in article 29–1, refer to the increase in pay of 50 per cent of the base pay plus longevity.~~

29–4

~~(1) The Executive order embodying the regulations required by section 20 of the act, as amended, has as its underlying principles:~~

~~(*a*) That an officer, warrant officer, or enlisted man, assigned to duty in the aeronautic organization of the Marine Corps must receive orders of competent authority which require him to participate regularly and frequently in aerial flights.~~

~~(*b*) That he must perform the flying prescribed in the Executive order.~~

~~(2) It is evident that Congress intended the increased pay for flying as a compensation for the risk incurred by reason of flying and therefore a minimum amount of flying is required to entitle a person, under orders requiring aerial flights, to the increase in pay and this minimum is the same for all personnel.~~

~~(3) Means of suspending flight pay have been provided to apply in cases where it is impossible for an individual to meet the flight requirements.~~

~~(4) Orders requiring aerial flights in the case of officers, warrant officers, and qualified enlisted men will be issued or approved by the Major General Commandant, and, in the case of unqualified enlisted men, by the commanding officer. Paragraph 12 of the Executive order provides the means of suspending flying pay as will be explained hereafter. Officers, warrant officers, and qualified enlisted men will hereafter be ordered to duty in the aeronautic organization of the Marine Corps. Their orders requiring aerial flights may be contained in the same orders or may be in the form of a separate order, but without such orders they can not become entitled to flight pay. Qualified personnel are required to file a certified copy of designation or appointment as pilot, observer, etc., with the disbursing officer as a pay roll voucher, but no such voucher is required in the case of unqualified personnel.~~

~~(5) Existing orders, designations, or appointments shall remain in effect until superseded by further orders, designations, or appointments, *but the flight requirements prescribed by paragraph 10 are effective from July 1, 1927.*~~

[illegible] 1-8-28

29–3

(1) The words, "when by order of competent authority they are required to participate regularly and frequently in aerial flights * * * as are authorized for the performance of like duties in the Army," quoted in article 29–1, refer to the increase in pay of 50 per cent of the base pay plus longevity.

(2) The additional pay of $2 per month throughout their active service authorized by law for enlisted men of the Navy who have been awarded a medal of honor, distinguished-service medal, Navy cross, or distinguished flying cross being a permanent addition to their pay should be included in computing the "increase of 50 per centum of their pay" for flying duty under the provisions of section 13 (a) of the act of June 4, 1920 (41 Stat. 768), as amended July 2, 1926 (44 Stat. 781), and section 20 of the act of June 10, 1922 (42 Stat. 632), as amended July 2, 1926 (44 Stat. 782). (7 Comp. Gen. 427, January 21, 1928.) (C. M. C. M. 4.)

29–4

1. The Executive order embodying the regulations required by section 20 of the act, as amended, has as its underlying principles:

(*a*) That an officer, warrant officer, or enlisted man, assigned to duty in the aeronautic organization of the Marine Corps must receive orders of competent authority which require him to participate regularly and frequently in aerial flights.

(*b*) That he must perform the flying prescribed in the Executive order.

(2) It is evident that Congress intended the increased pay for flying as a compensation for the risk incurred by reason of flying and therefore a minimum amount of flying is required to entitle a person, under orders requiring aerial flights, to the increase in pay and this minimum is the same for all personnel.

(3) Means of suspending flight pay have been provided to apply in cases where it is impossible for an individual to meet the flight requirements.

(4) Orders requiring aerial flights in the case of officers, warrant officers, and qualified enlisted men will be issued or approved by the Major General Commandant, and, in the case of unqualified enlisted men, by the commanding officer. Paragraph 12 of the Executive order provides the means of suspending flying pay as will be explained hereafter. Officers, warrant officers, and qualified enlisted men will be ordered to duty in the aeronautic organization of the Marine Corps. Their orders requiring aerial flights may be contained in the same orders or may be in the form of a separate order, but without such orders they can not become entitled to flight pay. Both Qualified and unqualified personnel are required to file a certified copy of designation or appointment as pilot, observer, etc., with the disbursing officer as a pay-roll voucher, ~~but no such voucher is required in the case of unqualified personnel.~~

(5) Existing orders, designations, or appointments shall remain in effect until superseded by further orders, designations, or appointments, *but the flight requirements prescribed by paragraph 10 are effective from July 1, 1927.*

(6) Orders requiring aerial flights continue in effect during the entire period of commission, assignment, or attachment with any part of the aeronautic organization of the Marine Corps except as provided in paragraph 12 of the Executive order. The effective date of orders requiring aerial flights and the date of termination of such orders, mark the period during which flight pay may be credited; therefore if the flight requirements (par. 10) are met for the month or fraction thereof in which the orders are effective, flight pay is due *from the effective date to the end of that month,* similarly, if the flight requirements are met up to and including the month or fraction thereof in which the orders are terminated flight pay is due from the first of such month *to and including the date of termination of the orders.*

(7) An order to an officer requiring aerial flights, other conditions being met, is effective pursuant to its terms, for purposes of flight pay, when the officer named reports for and enters upon duty thereunder. Where an officer is in a nonduty status, such as leave, sick, etc., when orders requiring aerial flights are issued, such orders shall not be effective, for purposes of pay until he shall have returned to a duty status, and reported for, and entered on, duty under such orders requiring aerial flights.

Examples.—(1) Officer's orders requiring aerial flights dated December 1. Orders received by officer December 5, reported for, entered on duty thereunder same date. For purposes of pay such orders are effective from December 5.

(2) Same order as in example (1): Received December 5, reported for, and entered on duty thereunder December 7. For purposes of pay orders are effective December 7.

(3) Same order as in example (1): Officer on leave expiring with December 15. Reported for, and entered on, duty under orders December 16. For purposes of pay orders are effective from December 16. (Dec. Comp. Gen. A. D. 7543 of May 11, 1923, Bu. Memo. 250, p. 7395.)

(8) Paragraph 10 makes obligatory a minimum amount of flying as follows:

(*a*) During one calendar month, 10 flights totaling at least 3 hours, or in lieu thereof to be in the air a total of 4 hours.

(*b*) During two consecutive calendar months when the requirements of subparagraph (*a*) have not been met, 20 flights totaling at least 6 hours or in lieu thereof to be in the air a total of 8 hours.

(*c*) During three consecutive calendar months when the requirements of subparagraph (*b*) above have not been met, 30 flights totaling at least 9 hours, or in lieu thereof to be in the air a total of 12 hours.

(*d*) For fractions of a calendar month the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to a full calendar month.

(*e*) For fractions of two consecutive calendar months, the period in question shall be considered as a unit and the number of aerial flights and the time in the air required shall bear the same ratio to the number of aerial flights and time in the air required for a full calendar month as the period in question bears to a full calendar month.

NOTE.—The above requirements for any particular period may be met at any time during such period.

(9) (*a*) The normal flight requirement is 10 flights totaling at least three hours or, four hours in the air each calendar month, and therefore the alternative two or three months' period in which the flight requirements are permitted to be met must begin with the first month in which flight requirements are not met.

(*b*) It will be noted that only a pro rata number of flights must be performed for fractions of a calendar month and for fractions of two consecutive calendar months. This provision has application generally to cases of reservists on training duty for fractions of a month, cases of first reporting under aviation orders during a month, etc. For purposes of computation a month will be figured on a basis of 30 days.

Examples:

CASE 1

Reservist on aviation duty Jan. 10 to 24 (days)	15
Flights performed	5

Credit flight pay from Jan. 10 to 24, inclusive.

CASE 2

Reservist on aviation duty Mar. 29 to Apr. 12 (days)	15
Flights in March	1
Flights in April	4
Total	5

Credit flight pay from ~~Jan. 10 to 24~~, inclusive.
mar. 29 to apr. 12

CASE 3

Reports for flying duty Apr. 8 (regular Marine Corps):

Flights in April	6
Flights in May	10
Total	16

Credit flying pay for May only (8 flights are required for April period).

The number of flights required for a fractional part of a month may be determined from the following scale:

Days	Flights required	Time of duration	Days	Flights required	Time of duration
		H. m.			*H. m.*
28 to 30 (31)	10	3 0	13 to 15	5	1 30
25 to 27	9	2 42	10 to 12	4	1 12
22 to 24	8	2 24	7 to 9	3	0 54
19 to 21	7	2 6	4 to 6	2	0 36
16 to 18	6	1 48	1 to 3	1	0 18

SUSPENSION OF FLIGHT PAY FOR FAILURE TO PERFORM FLIGHTS

(10) Failure to perform the requisite flights for any reason, except sickness or injury incurred in line of duty, results in a suspension of flight pay for the period between the first day of the month succeeding that in which the flight requirements were last met and the last day of the month preceding that in which the flight requirements are again met. The practical effect on flight pay is that it is lost for the entire period during which flight requirements are not met. The three months' period allowed for complying with the flight requirements is intended to cover leave, temporary duty away from flying facilities, adverse weather conditions preventing flying, etc.

Examples:

Orders requiring aerial flights effective July 21

CASE 1

Flights in July	4

Credit flight pay on July 31 from July 21 to 31, 10 days.

CASE 2

Flights in July	2
Flights in August	12
Total	14

Credit flight pay on August 31 from July 21 to August 31, 1 month 10 days.

CASE 3

Flights in July	1
Flights in August	9
(No credit at end of July or August.)	
Flights in September	14
Total	24

Credit flight pay on September 30, from July 21 to September 30, 2 months 10 days.

CASE 4

Flights in July	1
Flights in August	10
(Credit flight pay on August 31 for month of August holding credit for July in abeyance pending flights in September.)	
Flights in September	13
Total	24

Credit flight pay on September 30 from July 21 to 31 and for month of September, 1 month 10 days.

CASE 5

Flights in July	1
Flights in August	10
(Credit flight pay on August 31 for August only.)	
Flights in September	10
Total	21

Credit flight pay on September 30 for September only; flight pay for July has lapsed because the flight requirements were not met in the two months thereafter succeeding.

CASE 6

Flights in July	1
Flights in August	8
Flights in September	11
Flights in October	10
Total	30

Credit flight pay for September and October only. Flight pay for July and August has lapsed because flight requirements were not met within the three-month period ending September 30. Every month in which there is a failure of flight requirements does not commence the running of a three-month period. (Comp. Gen. Dec. May 22, 1925; 4 Comp. Gen. 975.)

CASE 7

Flights in July	1
Flights in August	4
Flights in September	9
Flights in October	8
Flights in November	14
Total	36

Credit flight pay for October and November only. Flight pay for July, August, and September have lapsed because flight requirements were not met within the three-month period; i. e., prior to September 30. Every month in which there is a failure of flight requirements does not commence the running of a new three-month period. (Comp. Gen. Dec. 22 May, 1925.) Flight requirements for October were met in November, as October was beginning of a new three-month period.

NOTE.—The above examples are worked out on the basis of flights; the same principles applying to the alternate requisite of hours in the air.

29–5

Aviation accident.—Paragraph 10 of the Executive order provides that any officer, warrant officer, or enlisted man who has been required to participate regularly and frequently in aerial flights by orders of competent authority and who as a result of such orders has participated regularly and frequently in aerial flights, and who subsequently becomes incapacitated for flying by reason of an aviation accident *shall not be required to perform such aerial flights during such incapacity for a period not to exceed three months following the date of said accident.* Where, due to an aviation accident an individual fails to meet the flight requirements within three months from the first day of the month succeeding the month in which he last met them, he is entitled to no flight pay until the month in which he again meets the flight requirements. See examples in paragraph 10. The Executive order makes no provision for cases where death results in an aviation accident and the requirement for 10 flights totaling at least three hours or, a total of four hours in the air during each calender month has no application in such case. Flight pay under such circumstances is payable from the first of the month in which the casualty occurred to and including the day of the accident in which death occurred, provided the officer or man was in receipt of orders from competent authority requiring aerial flights, evidenced by the fact that he had performed at the time the accident occurred the pro rata number of flights or had been in the air for a pro rata period as established by the Executive order for a calendar month. This exception to the general rule has no application to an accident in which death results later than the day of the accident. (Comp. Gen. Dec. May 2, 1925.)

29–6

Suspension from flying (first condition).—Paragraph 12 of the Executive order provides that the commanding officer shall suspend from flying any officer, warrant officer, or enlisted man under his command who, in his opinion, is unfit for flying except as a result of an aviation accident. Such a suspension must, in the case of an officer, warrant officer, or qualified enlisted man, be confirmed by the Major General Commandant and such a confirmation results in suspending the order to participate regularly and frequently in aerial flights from the date suspended by the commanding officer. When the commanding officer deems the individual thus suspended to be again fit for flying he is authorized to revoke the suspension from flying, and similarly report his action to the Major General Commandant, which if confirmed results in the termination of the suspension. In the case of an unqualified enlisted man the suspension and revocation are both made and confirmed by his commanding officer. The practical effect of such suspension on flight pay is that no flight pay accrues during the period so suspended even though the flight requirements are met for the month or months involved.

Examples:

CASE 1

Flight requirements met through June.	
Flights between July 1 and 10	11
(Suspended July 11; suspension revoked July 21.)	
Flights between July 22 and 31	0
Total	11

Credit flight pay on July 31 for periods July 1 to July 10 and July 22 to July 31, or a total of 19 days.

CASE 2

Flight requirements met through June.	
Flights between July 1 and 10	4
(Suspended July 11; suspension revoked July 21.)	
Flights between July 22 and 31	7
Total	11

Credit flight pay on July 31 for periods July 1 to July 10 and July 22 to July 31, or a total of 19 days.

CASE 3

Flight requirements met through June.	
Flights between July 1 and July 10	4
(Suspended July 11; suspension revoked July 21.)	
Flights between July 22 and 31	5
Flights during August	8
Flights during September	14
Total	31

Credit flight pay on September 30 for periods July 1 to 10 and July 22 to 31 (19 days in all), and for August and September.

29-7

Suspension from flying—Sickness or injury incurred in line of duty (other than aviation accident).—Paragraph 12 of the Executive order provides that in the case of a suspension from flying by reason of sickness or injury incurred in line of duty and the suspension is subsequently removed, such suspension shall be considered as nullified from its beginning and the individual concerned shall be entitled to increased pay for flying during any such period provided the requirements of paragraph 10 of the Executive order are otherwise fully complied with. If an individual is suspended from flying because of sickness or injury incurred in line of duty and such suspension is subsequently removed within a period of three months and the flight requirements are met within such period he is entitled to flight pay for the entire period for which flight requirements have been met. If the suspension is not revoked within a period of three months or if he fails to meet the flight requirements within three months from the first day of the month succeeding the month in which he last met them, he is entitled to no flight pay until the month in which he again meets the flight requirements.

Examples:

CASE 1

Flight requirements met through June.	
Flights in July	8
(Suspended because of sickness in line of duty Aug. 14.)	
Flights in August (before suspension)	5
(Suspension revoked Aug. 25.)	
Flights in August (subsequent to revocation of suspension)	2
Flights in September	16
Total	31

Credit flight pay on September 30 for all July, August, and September.

CASE 2

Flight requirements met through June.	
Flights in July	8
(Suspended because of sickness in line of duty Aug. 14.)	
Flights in August (before suspension)	5
(Suspension revoked Aug. 25.)	
Flights in August (subsequent to revocation of suspension)	2
Flights in September	12
Total	27

Credit flight pay for September only.

29–8

Commanding officer shall immediately inform the disbursing officer in writing of each suspension from flying duty, giving the name of the individual concerned, the date suspended, and the reason. He shall similarly inform the disbursing officer of revocation of suspensions. In the event that an individual is transferred while under a suspension from flying duty, the commanding officer shall forward a full statement of facts in the case, including the date the suspension was made, to the commanding officer of the place of new duty.

29–9

Commanding officers of all Marine Corps aeronautic organization units will require that each officer, warrant officer, and enlisted man under their command who is issued orders requiring aerial flights accurately maintain an "aviator's flight log book." In the column headed "Flight number" each actual flight will be entered, accompanied by an exact notation of the duration of each flight; i. e., the interval between leaving the ground or water and again coming to rest. Each flight shall be entered separately with the date and duration. At the end of each calendar month, or upon detachment of the officer or enlisted man concerned, the commanding officer shall bring the "aviator's flight log book" of each individual into agreement with the "official aircraft log books" and will place the following certificate immediately after the last entry in each "aviator's flight log book": "I certify, that the foregoing flight record is correct," and he shall sign his name and rank.

29–10

On the last day of each month the commanding officer shall furnish the disbursing officer with the following form of "Flight certificate and schedule," for each officer, warrant officer, or enlisted man under his command who is entitled to flight pay for the month. In the case of an officer, or warrant officer or qualified enlisted man detached from duty prior to expiration of the month, no certificate shall be furnished, as no pay is due until the end of the calendar month. The performance of flights previous to detachment and the certificate covering them in the "aviator's flight log book" will enable the next commanding officer to furnish "Flight certificate and schedule" for the month in which the detachment occurred:

Standard Form No. 1051
Form approved by
Comptroller General U. S.
January 3, 1928

No. __________

FLIGHT CERTIFICATE AND SCHEDULE

____, __________________, 19__.
[Place] [Date]

I hereby certify that during the period ____________________________, 19___, to __________________________, 19___, I performed the flights listed on this schedule under orders involving flying issued by ______________________________________,
[Competent authority]

dated __________________, 19___, effective ________________________________, 19___,
[Date of reporting and entering on duty]

copy of which is filed herewith or with the accounts of ____________________________, disbursing officer, for the period ended ___________________________, 19___.

____
[Signature of flyer]

____
[Rank or rating]

1 Date	2 Flight No.	3 Period in the air	
		Hours	Minutes
Total__	____________	__________	___________

I certify that ____
[Name and rank or rating of flyer]
during the period above mentioned fulfilled the flying requirements prescribed by Executive order of March 10, 1927, under conditions specified therein and in the flying orders referred to and that this certificate is made after checking the flight log book or record of said flyer with the aircraft log books or records of the aircraft in which he made the flights listed in the schedule, which is certified to be correct.

Suspended from flying duty __________ 19__. ________________________________

Suspension revoked on _______________ 19__. ________________________________
[Rank]

Commanding.

29-11

The certificates required by articles 29-9 and 29-10, above, may be signed either by the commanding officer or if he so orders and such orders are shown on the certificate, his executive officer or the officer in direct charge of aerial operations. The certificate must be, however, by a responsible supervisory officer having knowledge of the facts. (Comp. Gen. Dec., Dec. 17, 1926.)

29-12

(*a*) It will be noted from the foregoing that flight pay must be earned before it can be paid, and in the case of officers, warrant officers, and qualified enlisted men no flight pay is to be credited except at the end of a month. Where the flight requirements are not met until the second month the flight certificate shall be made to cover two months; similarly, when the flight requirements are not met until the third month, the flight certificate shall cover three months. When an officer or warrant officer is transferred during a month a statement of account shall be furnished covering the period necessary to enable the disbursing officer next taking up the pay account to credit flight pay due.

(*b*) When an officer, warrant officer, or qualified enlisted man is transferred from one place of duty in the aeronautic organization to another, the commanding officer or officer authorized under article 29-11, above, will certify the "aviator's flight-log book," as prescribed in article 29-9 and deliver it to the individual concerned. When an unqualified enlisted man is transferred to another ship or station his orders involving flying duty are automatically revoked upon date of detachment, and he shall be credited with flight pay from the first of the month to the date of detachment by the disbursing officer who closes his accounts provided the pro rata number of flights have been performed for the period elapsing from the first of the month to the date of detachment. When flight requirements have been met for the entire month and the man is issued orders requiring aerial flights at his new station during the month in which transferred, he shall be credited with flight pay by the disbursing officer to whom his accounts have been transferred, from the date he is issued orders requiring aerial flights during the remaining portion of the calendar month in which transferred. (Comp. Gen. Dec., Dec. 18, 1925.) In latter case if flight requirements had not been met at the old station for the entire month, he shall be credited with flight pay from the date ordered to flying duty by the new commanding officer to the end of the month provided he performs the pro rata number of flights required for the period elapsing from the date of new orders to flying duty to the end of the month. (Comp. Gen. Dec., June 29, 1927.)

29-13

For regulations in connection with traveling expenses of officers, warrant officers, and enlisted men, traveling under orders by air, see articles 26-77 to 26-80, inclusive, Marine Corps Manual.

CHAPTER 30

PAY ROLLS

30–1

General

(1) *When paid in cash.*—(*a*) The accounts of all men paid will be stamped "Paid."

(*b*) The accounts of all men who sign the roll for pay, but for any reason are not paid will be stamped "Not paid."

(*c*) The words "paid" or "not paid" as the case may be, will be stamped immediately over the signature of the man concerned.

(2) Care will be taken to avoid stamping as "paid" the accounts of men not present at pay table. No man's account will be so marked until the money is actually turned over to him.

30–2

Entry in service-record book.—Before returning the original roll to the paymaster after the payment has been completed, as far as practicable, the record of settlement in service-record book will be made and the roll gone over carefully to see that those accounts marked "Not paid" are accounted for on Form N. M. C. 430, in returning the amount of the refund from the roll. Where men die, desert, or are transferred between the time of the signing of the roll and receipt of funds from the paymaster, the amounts due such men will be refunded to the paymaster, without deductions, as soon as practicable after the command has been paid. Their accounts as shown on the roll will be stamped "Not paid."

30–3

(1) *Fourth copy of pay roll not required.*—A fourth copy of pay rolls for retention at the post will not be necessary as such data as may infrequently be needed for future verification or reference will be made on the pay-roll data cards (N. M. C. 503 P. M.), which are supplied by the quartermaster's department to all commanding officers desiring them.

(2) Should it be necessary at any time to know the exact state of fact and the precise state of a man's account as it appeared on the pay roll, such can be had upon application to the proper officer of the paymaster's department for a certified extract or transcript from the account as it is shown on the roll.

30-4

Pay rolls should not be folded when preparing them for mailing. They will be either securely placed in tubes or rolled in heavy paper. In mailing rolls to the paymaster *for audit prior to payment,* such rolls should not be forwarded by registered mail.

30-5

The accounts of dead men will be closed to include the date of death and forwarded to the paymaster having the accounts of the post. Accounts will be extended on the roll in full. Credit or debit for clothing will not be included. Post-exchange indebtedness, however, will be checked, filing chits or other evidence to support such checkage.

30-6

The accounts of deserters will be closed to include the date prior to desertion, and under "Remarks" will be shown both the date of desertion and the date that the account is forwarded to the deserters' roll. Accounts of deserters will be extended on the roll. Post-exchange indebtedness will not be checked on the roll. Reimbursement for such will be claimed on post-exchange voucher (Form N. M. C. 419).

30-7

Accounts of men closed for discharge will be stated in their proper order in the body of the roll and will invariably be extended to include the end of the month. In no case, however, will payment be made to a man whose account has been closed for discharge, the balance due and unpaid being stated in the "Due and Unpaid" column.

30-8

(1) *Third copy of pay roll.*—Commanding officers of marines, or other officers charged with the rendition of pay rolls at shore stations, will retain the third copy of the pay roll until the preparation of the pay roll for the next succeeding month shall have been completed. The third copy of the pay roll for the preceding month shall then be forwarded immediately, on the first of the month, when the current roll is sent in for audit and settlement, to the pay office of the ship or station where the original roll was paid.

(2) The paymaster receiving these retained rolls will compare them with the originals and certify in the place provided thereon that they are true

copies of the rolls upon which payment was made, whereupon he will transmit the third copies of all of said rolls with the originals as a part of his returns for the month in which they were paid to the Paymaster, Marine Corps.

30–9

Pay rolls of marines serving afloat.—The supply officer of the ship is charged with all the duties of auditing, verifying, and settling the pay rolls of marines afloat. The commanding officer of the marine detachment is charged only with the preparation and submission of the pay rolls and the certification of the facts upon which credits and debits thereon are based. The marine officer is in no sense a paymaster of the marine detachment, and payments of marine rolls will be made by the supply officer after he has audited and verified the names, rates, and balances from previous rolls, and all debit and credit items, together with extensions, etc., to see that such are correct and that such agree with the facts as certified on the rolls or of record elsewhere in the case.

30–10

Where circumstances make it necessary for pay officers of ships to pay marines at shore stations and they are furnished with the third copy of rolls pursuant to the instructions contained herein, after comparing and certifying the roll, they will forward the same without delay to the Paymaster, Marine Corps.

30–11

Commanding Officers of marines afloat will forward promptly the third copy of their pay rolls in the manner provided in article 617, Navy Regulations, 1920.

30–12

Duplicate copies required.—Duplicate copies will be kept of report of deposits; details of cooks and messmen; post-exchange vouchers; copies of all letters transmitting checks to, or acknowledging the receipt of funds from a paymaster; retained copy of requests for checkages for loss of Government property or for overdrawn clothing.

30–13

Transfers and discharges.—For convenience in tracing accounts of enlisted men, all disbursing officers, upon receipt of reports of transfers and discharges (N. M. C. 312), should cause to be entered on the previous monthly roll where the man's last settlement appears, the notation, "*Trans.* (*ship or station*) *and date*," or "*Discharged* (*date*) *and F. S. given*," as the case may be. This entry is not necessary in cases of deserters and general court-martial prisoners, as transfer pay accounts are required in such cases.

30-14

All checkages pertaining to the Quartermaster's Department that are required by these regulations to be entered on pay rolls of the Paymaster's Department will be clearly itemized and explained under "Remarks" on rolls, so as to show the nature of the article checked, as well as to indicate the appropriation which should receive credit therefor.

INSTRUCTIONS FOR THE PREPARATION OF PAY ROLLS

30-21

General.—Since the pay roll is the record to which reference is made in the adjustment of claims and other questions affecting those whose names are borne thereon, it is important in its preparation that nothing be omitted which properly pertains to the complete military history of an officer or enlisted man as affecting his pay status, and in case of doubt an entry will always be preferable to an omission.

30-22

(1) *Number of copies.*—Three copies of the roll will be prepared on the typewriter when practicable and certified by the commanding officer or personnel officer of post, company, or detachment or other officer mustering men for payment ashore and afloat, covering the accounts of all enlisted men attached to the command on the last day of the month (whether to be paid or not), and one copy will be signed by the men; two copies (including the signed roll) to be submitted on the first day of the succeeding month to the paymaster who is authorized to pay the command, and one retained by the organization as provided in article 30-8. When it is known that payment is to be made by individual checks, none of the rolls should be signed by the men.

(2) *Names of officers.*—The roll will also contain, at the beginning, the names and military history of all officers attached to the command on the last day of the month, and under the proper heading, at the foot of the roll, similar data as to all officers dropped from the command during the month. The names of officers should not be numbered either in the body or back of roll.

30-23

Separations from command.—In the back of each roll the names of those belonging to the command will be immediately followed by those who have ceased to belong to it since last muster for pay. These will be classed in the following order, viz: Died, deserted, transferred, retired, discharged. The names of men whose accounts are required to be extended, such as those who have died, deserted, been transferred to prison, men "paid on special money requisition" since date of last monthly settlement and who are transferred before the rendition of the monthly roll upon which the charge is to be made, and in the case of men on detached service involving the payment of additional pay and commuted allowances, should be stated on Form N. M. C. 432a (see art. 30–24), followed, on Form N. M. C. 432c, by the names of men transferred whose accounts are not required to be extended and those who have been retired or discharged. As the accounts of marines discharged by officers of the Supply Corps of the Navy are required to be extended on rolls, the accounts of men so discharged should be entered on Form N. M. C. 432a following accounts of men who have deserted. In the cases of men whose names are entered on Form N. M. C. 432c the numbers, names, and other entries required in these instructions will be entered as close and as many to a page as practicable, the numbers to be entered to the left of the surname. The names of men transferred and rejoined, discharged, and reenlisted, or who have deserted and joined from desertion since last muster for pay, must be placed both in the body of the roll and under the appropriate headings as having been transferred, discharged, deserted.

30–24

Transfers.—In the case of men transferred, only the name, rank, date of current enlistment, and under "Remarks" the notations required by Article 30–52 (*a*) and (*f*) will be shown on the roll, except in the case of general court-martial prisoners transferred to naval prisons or prison ships for confinement, in which cases the account will be extended in full on current or transferred roll as required by regulations, to include the day prior to the approval of the sentence in each case, and the balance thus produced carried forward without further credit to the roll current at the time of transfer, when the account, as so stated, will be furnished the paymaster concerned on Form N. M. C. 90, accompanied by clothing account and certified copies in duplicate of the approved sentence. Form N. M. C. 90, closed to include the date above stated, and accompanied by similar papers, will also be furnished the paymaster who last settled the account, when general court-martial prisoners, who remain at the post or with their organization in a status of awaiting action or transfer to prison, are transferred from one paymaster to another, or when one paymaster relieves another, and the new paymaster has not access to prior records in the case. In no case will accounts of general court-martial prisoners retained on the rolls of their organization be stated on the pay roll for a period beyond the date prior to the approval of the sentence, but will be carried as above indicated, unless otherwise specifically authorized by proper authority, until such time as a settlement may become necessary by reason of orders directing their restoration to duty or discharge from the service before they are regularly transferred to prison for confinement, in which event settlement on current rolls must follow. A further exception is made in the case of men "paid on special money requisition" since date of last monthly settlement, and who are transferred before the rendition of the monthly roll upon which the charge is to be made and in the case of men on detached service involving the payment of additional pay and commuted allowances. In such cases the account will be extended on the roll to include the date of transfer and the amount of the payment, if any, charged thereon, proper entry being made in the service-record book to show the state of the man's account as last settled to include the date of transfer.

30-25

Transfer of company.—In the case of an entire company or organization being moved as a single unit, no transferred roll will be required, but a copy of the report of such transfer, on Form N. M. C. 312, should invariably be furnished the paymaster concerned, to enable him to comply with the regulations in regard to the transfer of deposit record books, allotments, etc.

30-26

(1) *Death, desertion.*—The accounts of men who die or desert will be extended in full on rolls, with all the necessary data to support the same appearing in the column of "Remarks." In all such cases the paymaster concerned will be furnished with a detailed statement of the pay account prepared on Form N. M. C. 90, accompanied by clothing account, N. M. C. 146.

(2) In the cases of dead men the paymaster concerned will state the account on N. M. C. 43, which will be forwarded, in duplicate, to the paymaster, accompanied by Form N. M. C. 146. Transfer pay accounts are not required in the cases of dead men. Detailed statements (N. M. C. 43) should include, in addition to the month in which death occurs, the entire period during which the account was carried on the rolls of the paymaster concerned, but not to exceed the two months immediately preceding month of death. (C. M. C. M. 1 and 3.)

(3) In the cases of deserters the paymaster concerned will state the account on N. M. C. 40 or N. M. C. 41, as appropriate, which will be forwarded, in duplicate, to the paymaster, accompanied by Form N. M. C. 146. Detailed statements of account (N. M. C. 43) are not required in cases of deserters. (C. M. C. M. 1.)

30-27

(1) *Discharge or retirement ashore.*—In the case of men discharged and retired at shore stations, paid by a Marine Corps paymaster, only the name, rank, date of current enlistment, and under "Remarks" the notations required by article 30-52 (*a*) and (*f*) will be shown in the space provided. The paymaster making settlement will, however, add the notations required by article 30-67.

(2) In the case of men discharged or retired aboard ship, or from shore stations paid by naval paymaster, the accounts will be stated in full in each and every case (whether the account shows a balance due the marine, and paid by the paymaster, or a balance due the United States, showing in detail all items included by the paymaster in his final settlement of the account (N. M. C. 423), together with all necessary notations in the column of "Remarks."

30–27

(1) *Discharge or retirement ashore.*—In the cases of men discharged or retired at shore stations, paid by a Marine Corps paymaster, only the name, rank, date of current enlistment, and under "Remarks" the notation required by article 30–52 (*a*) and (*f*) will be shown in the space provided. Two extra spaces should be allowed between lines separating the entries to allow the paymaster making settlement to add the notation required by article 30–67. (C. M. C. M. 5.)

(2) In the case of men discharged or retired aboard ship, or from shore stations paid by naval paymaster, the accounts will be stated in full in each and every case (whether the account shows a balance due the marine, and paid by the paymaster, or a balance due the United States, showing in detail all items included by the paymaster in his final settlement of the account (N. M. C. 423), together with all necessary notations in the column of "Remarks."

30–28

Order of names.—In preparing that portion of the roll mentioned in article 30–22, the names of commissioned officers and warrant officers, arranged according to rank, and the accounts of men, arranged according to rank and alphabetically in each rank, will appear in the following order: Sergeant major, quartermaster sergeant, master technical sergeant, paymaster sergeant, first sergeant, gunnery sergeant, supply sergeant, drum major, staff sergeant, sergeant, corporal, private first class, drummer, trumpeter, private, apprentice, second leader of band, principal musician, first-class musician, second-class musician, third-class musician; the rolls to be numbered consecutively throughout. (C. M. C. M. 1.)

30–29

Order of headings.—In preparing that portion of roll mentioned in article 30–23 the names of men, arranged alphabetically according to rank, will appear in the following order: Died, deserted, transferred, retired, discharged. In the cases of men transferred whose accounts require extension, their names will appear on Form N. M. C. 432a arranged alphabetically according to rank, and those not required to be extended will be arranged in like manner on Form N. M. C. 432c. As the accounts of marines discharged by officers of the Supply Corps of the Navy are required to be extended on rolls, the accounts of men so discharged should be entered on Form N. M. C. 432a, following accounts of men who have deserted. The names under each subheading of these rolls should be separately numbered, beginning with 1 and running consecutively in each case.

30–30

The use of dots and the word "ditto" is prohibited.

30–31

Footings and recapitulation should be made only on the retained memorandum roll of the command, to include all accounts stated thereon after all changes and corrections reported by the paymaster have been made. The paymaster will make all footings, recapitulations, and summaries on his copies of the roll after all changes and corrections, which should be made in red ink, have been made. Where practicable to use a combination red and black ink typewriter ribbon, the "totals" in each account and the footings of each page should be entered in red type. No other items should appear in red. The use of red ink on pay rolls or vouchers connected therewith is prohibited, except by the pay officer in his audit and settlement of such rolls and vouchers.

30–32

To facilitate copying, comparing footings, and recapitulating rolls, all copies should contain the same accounts on each respective page. Plenty of space should be allowed between accounts to permit a complete statement of the facts without interlineation. In no case should the facts relating to a single account be stated on two different pages.

30–33

Balances.—The accounts of men who for any reason are not to be paid should be stated in full, and the balance due or overpaid, as the case may be, entered in the appropriate column, but not in the column marked "Due and paid"; the reason for nonpayment in each case to appear in column of "Remarks."

30-34

To be compared with muster roll.—The monthly pay roll should contain as complete a record of so much of the facts in each case as affects the marine's pay as shown by the monthly muster roll for the Adjutant and Inspector's Department, *with which it should be compared.*

30-35

Signing by mark.—When an enlisted man can not write his signature may be made by mark, duly witnessed by a competent person, who should sign his name and state his address in the column of "Remarks."

30-36

Period for which settled.—Where accounts extend over a greater or lesser period than that of the current month for which the roll is rendered, the period of settlement should be clearly indicated under "Remarks."

VOUCHERS TO ROLLS

30-41

Vouchers required.—Vouchers necessary to accompany the roll, or required to be furnished the paymaster prior to its rendition, are the following:

- (*a*) Transfer pay accounts of deserters and general court-martial prisoners received from or forwarded to other posts or pay officers.
- (*b*) Vouchers covering extra pay to cooks and messmen (in triplicate, third copy to be retained at post).
- (*c*) Requests for credits and checkages made by the General Accounting Office, by other pay officers, or by administrative officers other than those attached to the command.
- (*d*) Vouchers for post exchange dues of men transferred to ships during the month.
- (*e*) Certified copies of correspondence (to be filed by the paymaster as the evidence upon which he has acted) where payment is made on a different state of facts from those certified to on rolls.
- (*f*) Certified copy of individual orders or reference to Marine Corps orders assigning members of the Marine Corps Reserve or retired enlisted men to active duty, and to accompany first pay roll only. (Art. 30-52 (*u*).)
- (*g*) Report of deposits by enlisted men. (To be retained by paymaster. Duplicate copy to be retained at post.)
- (*h*) Flight certificate and flight schedule to support credit for additional pay for aviation duty to accompany each pay roll on which credit is claimed.
- (*i*) Special money requisitions or individual receipts for emergency payments charged on rolls.

30–42

Vouchers not required.—From the character of the certificate to be signed by the commanding officer at the foot of the roll and the data required by these instructions and the regulations to be entered thereon, no vouchers are necessary to supplement the roll in cases—

(*a*) Of men who join by enlistment, reenlistment, or from straggling or desertion.

(*b*) Of men discharged, retired, died, or deserted.

(*c*) Of men entitled to an increase of pay for length of service, or men joining from other paymasters who receive more than the minimum pay.

(*d*) Of men entitled to increased pay for distinguished-service medals, distinguished-service crosses, distinguished-flying crosses, or for pay as expert riflemen, or sharpshooters.

(*e*) Of changes in rank or grade, or specialists' ratings or disratings.

(*f*) Of any credits or debits appearing on the roll, except those herein mentioned.

(*g*) Of men granted subsistence or quarters allowance or both.

All of the above facts with dates, etc., will be set forth on the roll in detail as required by articles 30–51 and 30–52. (C. M. C. M. 5.)

THE USE OF THE RULED COLUMNS

30–43

The ruled columns must not be used for purposes other than as stated in these notes or as indicated in the printed headings.

30–44

The column headed "service record," when required, should contain the following:

(*a*) Give the complete service upon enlistment, reenlistment, or upon joining from another roll, station, or organization, and upon extension of enlistment becoming effective.

(*b*) Give complete service record upon completion of each four years' service.

(*c*) Where the records show no absence for causes specified in article 10–30 the word "No" should be entered in the column headed "DL." All service records should show arm of the service, as Army, Navy, Marine Corps, and when discharged prior to or retained beyond the expiration of enlistment, the reason for such discharge or retention must be clearly stated under "Remarks." Where the space provided for "Remarks" is not sufficient in any case, any spare space under "Service record" may be utilized for the purpose, and if necessary two spaces can be used for one account. (C. M. C. M. 5.)

30-45

The "rate of pay" will not include special credits for aviation, expert riflemen, etc., these items being entered separately on the roll.

30-46

Where more than one rank or rate of pay is given, each should appear in proper order, with the dates of commencement and termination under "Remarks."

30-47

In the columns "Credits" and "Debits" enter all credits or debits in their appropriate place as indicated on the roll. Credits or debits for which a special notation has not been provided will be entered in one of the blank spaces indicating opposite the amount the nature of the credit or debit in each case. In making adjustments of items appearing in the administrative analyses of accounts of disbursing officers of the paymaster's department, enter to the left of the amount of the checkage or credit, as the case may be, "a/a ———," followed by the name of the officer in whose disbursing account the item was noted for adjustment.

WHAT "REMARKS" SHOULD SHOW

30-51

In the space provided for "Remarks" must be carefully stated, opposite the name of the person concerned—

(*a*) All changes of name, rank, or grade, with date of same, and numbers, dates, etc., of orders.

(*b*) All authorized checkages, fines, sentences, with numbers, dates, etc., of orders.

(*c*) All cases of absence without leave, and inclusive dates and hour of the same, and all time lost, under N. D. G. O. 155, Aug. 6, 1926, which facts must agree with the muster roll with which this pay roll should be compared. (C. M. C. M. 1.)

(*d*) All cases of confinement by civil authorities and whether such prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates, etc.

(*e*) All dates and places of enlistment in cases of newly enlisted or reenlisted men; i. e., men whose accounts are taken up on roll from the beginning of their enlistment.

(*f*) All other facts affecting the pay of every enlisted man, so as to insure justice to him and the United States.

(*g*) No unnecessary remarks will be entered on the roll. The minimum remarks to support the ordinary routine entries of credit and debit are indicated in these instructions and no others should be entered either in the columns headed "Credits," "Debits," or the space provided for remarks.

30–52

The items required by articles 30–33, 30–42, and 30–51, to appear on the roll in the column of "Remarks" should be detailed thereon, in abbreviated form, as follows:

(*a*) ***Joined.***—Where a new man not on previous roll is entered: "Jd. by trans. fr. ——— (ship, company, or detachment) ——— last settled by ——— (name of pm.) ———, to ——— (date) ———," and if last settlement was not made on the rolls of the organization from which the man joined, add: "On rolls of ——— (ship or organization) ———"; "Jd. by enl. or reenl. at ——— (place of enlistment) ———, ——— (date of enlistment) ———"; "Jd. ——— (date) ——— as des. or strag. fr. ——— (ship or station) ———, ——— (date of desertion or straggling) ———; Apprnd. or srd. ——— (date apprehended or surrendered) ———, at ——— (place apprehended or surrendered) ———."

(*b*) ***Not to be paid.***—Where accounts of men entitled to payment appear, but are not to be paid for cause, this cause should appear briefly, such as: "Abs. on duty or fur. since ——— (date) ———"; "Accts. C. D. ——— (date) ———"; "In hosp. not to be paid upon recomd. of M. O."

(*c*) In the following cases payment is prohibited, but the men's accounts will be stated and the cause for nonpayment briefly noted, as: "A. W. O. L. since ——— (date) ———"; "Awtg. trial by G. C. M. or S. C. M. for ——— (offense) ———"; "Abs. civil auth. since ——— (date) ———"; "No accts. rec'd. fr. Des. Roll"; "Facts warrant presumption frd. enl."; "Cause of abs. G. O. 155 1926, not determined." (C. M. C. M. 1.)

(*d*) ***Sick.***—Where men are under treatment at hospitals: "Sick in hosp. since ——— (date) ———, G. O. 155," or "G. O. 155 does not apply." (C. M. C. M. 1.)

(*e*) ***Changes in rank.***—Where changes in rank occur: "Pro. or red. to——— (rank) ———, ——— (date of promotion or reduction) ——— Order No. ———, (date) ———"; where changes in name occur: "Name changed from ——— to ———, auth. ——— #———, dated ———."

(*f*) ***Separations.***—Where men are dropped from the roll: "Trans. to ——— (ship or station) ———, ——— (date) ———"; Died ——— (date of death) ———, accts. to PM. ——— (date accounts forwarded) ———"; "Des. ——— (date of desertion) ———, accts. to Des. Roll ——— (date)"; "Dis. (or Retd.) and F. S. given."

(*g*) ***Longevity pay.***—Where men are entitled to increased pay for length of service, supplement the data required by article 30–44, to be entered in the column "Service record" by "——— (second, third, etc.) ______ four years begins ______ (date) ______." The total time lost in each prior enlistment under article 10–30 will be shown in the column opposite each enlistment in which the absence occurred.

(*h*) *Courts-martial.*—When men are tried by general or summary court-martial, or deck court, the first roll submitted upon which the court appears should be shown in remarks as follows: "Tried by (GCM, SCM, or DC) at (place) (date) for (state offense briefly). Sent. to LP $——— per mo. for (number of mo's) TLP. $———; App. by CA or SOP (date). Amount to be ckd. $———; Ckd. this roll, $———; Bal. to be ckd. $———." Subsequent rolls need only show date of approval and that part of court as involves loss of pay, viz: "(GCM, SCM, or DC) App. (date) LP $——— per mo. for (number of mo's) TLP, $———; Amt. remaining to be ckd. $———; Ckd. this roll, $———; Bal. to be ckd. $———." (C. M. C. M. 3.)

(*i*) *Enlistment allowance.*—Where men are entitled to enlistment allowance "Hon. dis. as a (rank) at or on board ——— (station or vessel) ———, ——— (date)," "or enlistment extended for ——— years to ——— (date), days lost or no days lost, article 10–30." Also the following has been entered on page 20 of service-record book: "Paid enl. allow. ($______) by (name of PM) pay roll of (organization) for the month of ———." (C. M. C. M. 5.)

(*j*) *Marksmanship.*—Where men are entitled to extra compensation by reason of qualification as expert riflemen or sharpshooters, credit will be made on the first pay roll rendered after qualification, or reenlistment from the Army, with the following notation under "Remarks," in the former case: "Qual. (or Requal.) as E. R. or S. S., ——— (date) ———, per cert. of ——— (name of officer certifying target record) ———;" or in the latter case with the following notation thereunder: "Qual. in Army as E. R. or S. S., ——— (date) ———, per cert. of ——— (name of officer certifying record)." These notations will continue on each subsequent roll until qualification is published in orders, when the first roll upon which credit appears after publication or qualification, reenlistment in the M. C., or transfer to another paymaster will show: "Qual. (or Requal.) as E. R. or S. S., ——— (date of qualification), ——— M. Q. No. ———, Series 19—." Subsequent rolls need show only "E. R." or "S. S.," under "Credits" in the space marked "M. Q.," *followed by the date of qualification in all cases.* Should men who fire the course in a succeeding target year qualify in a lower or higher grade or fail to requalify, the pay for the former qualification ceases and the pay for the new qualification, if any, begins on the date of the new classification. If they requalify in the grade previously held by them both dates should be shown on first roll, after which date of last qualification only need be shown.

(*k*) ***Cooks, messmen, gun pointers, etc.***—Where men are entitled to extra compensation by reason of detail as cooks, or messmen, no notation under "Remarks" on pay rolls will be required (except on ships' rolls where no cook and messmen vouchers are furnished), the amount of credit therefor being computed from the data on the cook and messman voucher accompanying the pay rolls, and the proper credit therefor entered in its appropriate place in the column of "Credits," with the proper designation opposite the amount, except in the case of men joining by transfer, who are entitled to credit for service as cooks, or messmen, at other stations, as shown by their service-record books, when the column of "Remarks" will show: "Cook (class), mess ——— (date) ——— to ——— (date) ——— incl., at ——— (post or organization) ———." Where men are entitled to extra compensation for detail as gun captains, gun pointers, etc., the first pay roll on which credit appears will show "Detailed as ———, gun capt. ——— I. G. P. or S. G. P. (cl.) ———." Subsequent rolls need show opposite the credit only the following: "Gun capt. ———, etc." If credit is for service at some other station the same "Remarks," as are required in similar cases of cooks and messmen should be entered.

(*l*) ***Prizes.***—Where men are awarded prizes for excellence in small-arms target practice the entry of the proper amount and kind of prize in one of the blank spaces provided under "Credits" will be sufficient.

(*m*) ***Arrears.***—Where credits are given for arrears of pay covering a period of time prior to that for which settlement is made on current rolls: "Dif. in pay fr. ——— (date) ———, to ——— (date) ———, ——— (here explain nature of credit) ———, no A. W. O. L., or under G. O. 155, during period"; or "——— days A. W. O. L., or under G. O. 155, during period." When credits or checkages are made upon pay rolls to adjust items appearing in the administrative analyses of accounts of disbursing officers of the paymaster's department, 'Remarks' will show: "Credited (or checked) $——, Item No. ——, Anal. a/c (name of disbursing officer), (month and year)." (C. M. C. M. 1.)

(*n*) Where men are entitled to 50 per cent additional pay for duty involving actual flying in aircraft, the first pay roll upon which credit is made will show: "Aviator from ——— (date) ———, auth. ——— (M. G. C. or other proper authority) ———, ——— (date) ———." Subsequent rolls need show only the proper credit with the word "Aviator" opposite the amount in one of the blank spaces provided. When the detail is discontinued or revoked, the roll will show: "Detail as aviator (discontinued or revoked) ——— (date) ———." Each roll will be accompanied by the certificate required by article 30–41 (*h*).

(*o*) Where enlistments are extended under the provisions of the act of August 22, 1912: "Enl. extd. for ——— years, to ——— (date of termination)." Similar entries shall be made for any second and subsequent extensions, noting in addition the fact of its being a second, third, or fourth extension. The above remarks shall be shown each month and continue to be shown until the man is discharged.

(*p*) *Specialist's pay.*—Where enlisted men are entitled to specialist's pay, the first pay roll upon which credit is made will show: "Rated as specialist (give class) from ——— (date), ———, authority M. G. C., ——— (date) ———"; subsequent rolls need show only the proper credit in the space provided. When the rating is discontinued or revoked, the rolls will show: "Rating as specialist discontinued (or revoked), ——— (date) ———."

(*q*) *Quarters and subsistence allowance.*—Where enlisted men are entitled to quarters and subsistence or to either under Table I, article 14–96, "Remarks" should show "Subsistence and quarters allowance at ——— (rate)," or "Subsistence allowance at ——— (rate)," or "Quarters allowance at ——— (rate) from ——— (date), authority M. G. C. # ———, (date) ———," or "No quarters available or furnished," or "Rations in kind not furnished during any portion of the period credited." Subsequent rolls need show only that no quarters were available or furnished, or rations in kind furnished for the period credited and date for which furnished, if any. Subsequent rolls should show opposite the credit: "Subsistence and quarters allowance," "Subsistence allowance," or "Quarters allowance." When the allowance is discontinued: "Subsistence and quarters allowance," "Subsistence allowance," or "Quarters allowance discontinued ——— (date), ——— (cause)." When subsistence allowance is credited for fractional parts of a day, remarks on roll should show the hour as well as the date the allowance began or ceased. Where an enlisted man is discharged and reenlists the following day and is entitled to a quarters and subsistence allowance, or either, the original authority therefor will be continued and the entry, as shown above, made upon the first roll on which the man's account is taken up after reenlistment. (C. M. C. M. 5.)

(*r*) Where enlisted men at shore stations are entitled to commutation of rations only the first roll upon which credit appears will show: "Rations commuted at $——— per diem, since ——— 19—, by authority of ——— (dated) ———, 19—. Rations in kind not furnished during any portion of period credited" (or "Rations in kind furnished for ——— (dates) ———"). Subsequent rolls need show only that rations were not furnished during any portion of period credited and dates for which furnished, if any.

(*s*) *One-fourth additional pay.*—Where enlisted men serving afloat are entitled to one-fourth additional pay for detention beyond expiration of enlistment by order of C. O. under the provisions of section 1422, R. S.: "Art. 30–52 (*s*) applies."

(*t*) *In giving back credit for pay,* absence under article 10–30 should be entered under "Remarks" and no credit for additional pay for such absence should be given. In addition to the above, back credits for detail pay, cooks, messmen, etc., should not include additional pay for any part of the period in question during which the man failed for any reason to perform the duty for which detailed. If the records show no absence or failure to perform duty, "Remarks" on pay roll should show "No absence under article 10–30, Marine Corps Manual," and in addition, for detail pay, "Performed duties during entire period."

(*u*) *Active duty, M. C. Reserve.*—Where members of the Marine Corps Reserve are assigned to active duty for training, or to active duty in time of war or national emergency, their accounts will be separately taken up under their proper class at the end of the rolls of the organization with which they are serving, the first pay roll after reporting for active duty only will show: "Reported for active duty ———, 19—, per order (number, if any) of ———, dated ———, 19—." When detached from active duty the roll will show: "Detached from active duty ———, 19—." A similar procedure should be followed in the case of retired enlisted men assigned to active duty under the act of August 29, 1916.

(*v*) No notations on pay rolls, either under "Remarks" or over the men's names, regarding "Deposits" and "Allotments" will be required, except upon first joining by transfer from other rolls or from another paymaster, when the word "Deposits" and "Allotments", if any, will be noted over the name to indicate to the new paymaster that he should receive a deposit book or a transfer allotment in such a case. Otherwise checkage of the proper amount in the place and manner indicated under "Debits" on the pay roll will be sufficient.

(*w*) Where men are entitled to $2 per month additional pay for "Medals of honor," "Distinguished-service crosses," or "Distinguished-service medals," the first roll upon which credit appears will show: "Awd. (*Med. of H, D S C, DFC or D S M, date of distinguished act or service*)." Subsequent rolls need show only the abbreviated notation, "Med. of H," "D S C," DFC or "D S M," in the space provided opposite the credit.

ACCOUNTS ON TRANSFER

30–53

(1) Transfer pay accounts of Marines will not be required in any case, except that of deserters and general court-martial prisoners and retired enlisted men relieved from active duty, and in these cases the paymaster concerned will prepare the same, when necessary, after having received from the commanding officer of the post or organization from which transferred, a detailed statement of the account prepared on Form N. M. C. 90, as required by articles 30–24 and 30–26.

(2) Accounts of men (except deserters and general court-martial prisoners) joining the command from ships or stations will be originally taken up from data contained in the service-record book, except in cases of retired enlisted men joining for active duty, when transfer pay accounts will be furnished. While continued on active duty pay accounts of retired men will be carried in the service-record book in the usual manner.

30-54

In the event of the loss of the service-record book of any man en route between ships or stations on transfer, the commanding officer of the post or detachment where the marine joins will immediately apply to the man's previous commanding officer for the data necessary to take up properly the account on his rolls. In the meantime (while awaiting this information) the man's name will be taken up on each roll rendered, subsequent to his joining, with the following notation under "Remarks": "No account received application made therefor ——— (date), 19—."

30-55

Men who are stated on pay rolls for pay and are transferred before payment of command will be given full credit for such pay in the space provided for "Pay account record" in the service-record book, less any amount they may have requested credited to their deposit accounts, or deducted in favor of the post exchange, proper alteration being made at the time of transfer on memorandum rolls.

30-56

Where enlisted men of the Navy are carried on marine rolls in accordance with the provisions of Art. 1800, N. R., 1920, transfer pay accounts must be furnished in all cases as prescribed in Bureau Memo. No. 188, page 4063. Commanding officers rendering pay rolls should therefore furnish the paymaster concerned with Form N. M. C. 90, in all cases of enlisted men of the Navy borne on his rolls who are transferred as provided in memo. cited. In stating accounts of Navy men on pay rolls, include all permanent additions in rate of pay.

WITNESSING PAYMENTS

30-57

(1) The witnessing or commanding officer where changes in figures occur in pay column on rolls paid in cash must certify in margin the amount actually paid the soldier, whether the amount be more or less than the original sum stated, e. g., "Certified as paid $______" (initials.)

(2) Where payments on rolls are made by check and not in cash, witnessing of rolls or changes thereon will not be necessary.

Special Instructions to the Commanding Officer and the Paymaster

30–61

Upon receipt by a Marine Corps paymaster of the original and memorandum copies of the roll from the post, he will carefully revise the same as to their calculations, and as to other data of record in his office, and make such corrections or alterations thereon as may appear to him to be necessary in the figures. In all cases the revision of rolls by paymasters will be made in red ink and will appear on both his copies of the roll.

30–62

After a Marine Corps paymaster has so revised both of his copies of the roll, unless payment of the command by individual check, in cash by express or personal payment is authorized, he will return the original to the post, accompanied by check and change list by registered mail, the check being duly described in check letter of transmittal, addressed to the commanding officer of the post. Upon receipt of the roll by the commanding officer, he will note all corrections and revisions on his memorandum copy, and after payment thereof will cause the witnessing officer to sign his annexed certificate and certify the changes as required by article 30–57, and also cause proper entry (from original roll when practicable) to be made in the service-record books under "Pay account record," whereupon the original roll, with the report of refunds appearing on the back of the letter of transmittal, will be returned by registered mail to the paymaster transmitting the same.

30–63

Commanding officers will not hold at their discretion any money (whether in the form of cash or checks) turned over to them by a paymaster or paymaster's deputy for payment; but will, unless payment can be made within a reasonable time not exceeding three days, return all undelivered money together with the pay roll to the paymaster or deputy concerned. (See art. 23–120 (8).)

30–64

At posts where the paymaster or deputy pays in person and it is necessary to leave funds with the commanding officer for delivery to individuals who are absent for cause from the pay table, a receipt therefor will be taken on Form N. M. C. 430, a duplicate thereof being retained at the post for record.

30–65

Omitted (C. M. C. M. 5.)

30–66

The paymaster will at all times keep his memorandum roll in his possession, and must compare it carefully with the original roll, both before and after payment, especially after original roll is returned from post where payment has been made by a deputy, or where partial payment has been made by such deputy.

Commanding officers will take particular care to see that no alterations or erasures are made on the roll after it has been corrected and returned to him by the paymaster for payment; also that the corrections shown upon accompanying memorandum have been made on his memorandum roll, and that the witnessing officer certifies in the margin the amount actually paid, where corrections have been made by the paymaster, as required by article 30–57.

30–67

For convenience in tracing the accounts of enlisted men settled on individual vouchers upon discharge or retirement, by Marine Corps paymasters, the paymaster making the settlement will note in the column of "Remarks" on the roll upon which the men's names last appear, both on his memorandum roll and on the original, the following: (When roll and final statement are paid by different paymasters) "See Voucher No. ———, account of ———, Paymaster U. S. M. C., for ———." (When roll and final settlement are paid by the same paymaster) "See Voucher No. ———, month of ———."

EMERGENCY PAYMENTS

30–71

(C. M. C. M. 5.)

In cases of actual emergency, as sickness or death in his immediate family, transfer during the month of a man whose family is with him at his station, when in receipt of commuted allowances, transfer of a man after the 15th of a month to points on the Pacific coast or beyond who will be enroute over a regular pay day, and men joining during the month who have not been paid during the preceding month, emergency payments to enlisted men may be made at any time in individual cases on special loose receipts, N. M. C. 816, or in cases of organizations on Special Money Requisitions, N. M. C. 815, certified by his immediate commanding officer or the personnel officer of his organization, and approved by the post or garrison commander; the amounts of such payments to be immediately entered in the service-record books of the men concerned under "Pay account record," in terms as follows: "Paid by ——— (name of paymaster) on S. M. R., date ———, $———." Amounts so paid will be separately entered on next pay rolls submitted in the "due and paid" column and marked as "Pd. on S. M. R." The paymaster will treat such payments as deferred until the roll on which they are charged is paid, and then claim credit for the full amount of all such payments made during the preceding month, filing the original of the loose receipt or special money requisition as a subvoucher to the pay rolls on which the charge is made, when payment is made in cash. Should the pay roll be paid in the same month during which the special money requisition was paid, the amount of such payment will be claimed in that month and the loose receipt or special money requisition, if paid in cash, filed as a subvoucher to the pay roll. In the event of transfer of an individual to the rolls of another paymaster before the end of the month in which he has been paid on special

money requisition, his account will be treated as provided in article 30–24. In the event of the transfer of an entire company or organization to the rolls of another paymaster, the amount will be checked in the "Debits" column on the next pay roll rendered, with the following notation: "Pd. S. M. R. (name of paymaster)," and as an additional safeguard the paymaster who made the payments will forward requests for checkage covering same to the paymaster next settling the roll, claiming credit for such payments on his "Abstract of expenditures" by organizations as follows: "Cash payments on S. M. R. to enlisted men of (organization) not charged on my rolls," filing therewith the original of the loose receipt or special money requisition, together with the accomplished copy of the request for checkage. The Bureau of Supplies and Accounts has authorized emergency payments to marines aboard transports, etc., under similar conditions to those outlined above. (See Bu. Memo. 272, p. 8919.)

30–72

Emergency payments may also be made to enlisted men on individual receipts by paymasters who do not have their accounts, provided the individual or individuals are satisfactorily identified and the service-record books are available. In such cases notation will be made in the service-record book under "Pay account record" by the paymaster making the payment in terms as follows: "Paid emergency payment, $——— (date and signature of paymaster)." Amounts so paid will be checked in the "Debits" column on the next pay roll carrying the accounts of the men concerned, with the following notation: "Pd. emergency payment (name of paymaster)," and as an additional safeguard, the paymaster who made the payments will forward requests for checkage covering same to the paymaster next taking up the accounts, claiming credit for such payments on his "Schedule of disbs. ~~Abstract of expenditures~~" as follows: "Emergency payments to enlisted men not charged on my rolls," filing therewith the receipts of the men so paid, together with the accomplished copies of the requests for checkage.

PAYMENT OF MARINES ON BOARD A NAVAL VESSEL EN ROUTE FROM ONE STATION TO ANOTHER

30–73

(1) Where the voyage is more than 15 days' duration or when liberty is to be granted at ports en route or when it is necessary in the opinion of the commanding officer of the ship, and where the Marine detachment consists of five or more men, the commanding officer or noncommissioned officer in charge of such detachment shall prepare a pay roll and submit it to the disbursing officer of the vessel for payment. (See arts. 4–26, 30–9, and 30–10.) (C. M. C. M. 1.)

(2) The Instructions for the Preparation of Pay Rolls should be followed in all respects the same as though the payment was being made to a regular Marine detachment of a vessel; that is, the roll will be certified by the officer in command or the noncommissioned officer in charge of the detachment; imme-

diate record of payment will be entered in the service-record book and a third copy of the pay roll forwarded as soon as practicable to the Paymaster. (C. M. C. M. 1.)

(3) Where the detachment consists of less than five men emergency payments should be requested on Form N. M. C. 816, a supply of which should be provided before departure. (C. M. C. M. 1.)

SERVICE-RECORD BOOKS

30-81

(1) *Entry of pay data in service-record books.*—Commanding officers of marines ashore and afloat charged with the keeping of the service-record book of any marine will immediately after the payment of each monthly pay roll cause to be entered and verified without delay, in the space provided in the service-record book, a record of the payment or settlement as shown by the pay roll as audited and settled by the paymaster concerned, entering balance "Overpaid" or "Unpaid" if any; and if none, entering by means of stamp the words "paid in full" through the space provided for the entering of such balances.

(2) At the time of the transfer of an enlisted man whose pay-account record, as shown in the service-record book, stands overpaid or due and unpaid at date of last settlement, care will be taken to see that such balances agree with the pay roll upon which such settlement appears. If correct, the entry (in figures only) will be initialed in the opposite space by the commanding officer having charge of the record. If not correct, proper correction will be made in the figures and immediately on the line following an entry will be made thus: "Corrected to read—Overpaid ——— dollars," or "Corrected to read—Due and unpaid ——— dollars," as the case may be, writing such amount in words, this entry to be signed by the commanding officer concerned.

30-82

Transfers.—When a marine is transferred from one station to another his service-record book should, under the proper headings, contain the dates of promotions and reductions, with the reasons for the latter; the dates of beginning and ending of any special details, as cook or messman; the dates of departure from and arrival within the United States in going to or returning from foreign shore service; the record of last settlement or payment of the marine, including balances, if any, as shown by the last pay roll audited and settled by the officer carrying the accounts of ship or station; and a complete record of all matters affecting his pay.

30-83

Checkages.—In taking up accounts—from the service-record book—of men who join by transfer, the book should be examined for post-exchange checkages and money requisition, his account will be treated as provided in article 30-24. In the event of the transfer of an entire company or organization to the rolls of another paymaster, the amount will be checked in the "Debits" column on the next pay roll rendered with the following notation: "Pd. S. M. R. (name of paymaster)," and as an additional safeguard the paymaster who made the payments will forward requests for checkage covering same to the paymaster next settling the roll, claiming credit for such payments on his "~~Abstract of~~ Schedule of ~~expenditures~~ Vouchers" by organizations as follows: "Cash payments on S. M. R. to enlisted men of (organization) not charged on my rolls," filing therewith the original of the loose receipt or special money requisition, together with the accomplished copy of the request for checkage. The Bureau of Supplies and Accounts has authorized emergency payments to marines aboard transports, etc., under similar conditions to those outlined above. (See Bu. Memo. 272, p. 8919.)

30-72

Emergency payments may also be made to enlisted men on individual receipts by paymasters who do not have their accounts, provided the individual or individuals are satisfactorily identified and the service-record books are available. In such cases notation will be made in the service-record book under "Pay account record" by the paymaster making the payment in terms as follows: "Paid emergency payment, $——— (date and signature of paymaster)." Amounts so paid will be checked in the "Debits" column on the next pay roll carrying the accounts of the men concerned with the following notation: "Pd. emergency payment (name of paymaster)," and as an additional safeguard, the paymaster who made the payments will forward requests for checkage covering same to the paymaster next taking up the accounts, claiming credit for such payments on his "Abstract of expenditures" as follows: "Emergency payments to enlisted men not charged on my rolls," filing therewith the receipts of the men so paid, together with the accomplished copies of the requests for checkage.

SERVICE-RECORD BOOKS

30-81

(1) *Entry of pay data in service-record books.*—Commanding officers of marines ashore and afloat charged with the keeping of the service-record book of any marine will immediately after the payment of each monthly pay roll cause to be entered and verified without delay, in the space provided in the service-record book, a record of the payment or settlement as shown by the pay roll as audited and settled by the paymaster concerned, entering balance "Overpaid" or "Unpaid" if any; and if none, entering by means of stamp the words "paid in full" through the space provided for the entering of such balances.

(2) At the time of transfer of an enlisted man whose pay-account records, as shown in the service-record book, stands overpaid or due and unpaid at date of last settlement, care will be taken to see that such balances agree with

the pay roll upon which such settlement appears. If correct, the entry (in figures only) will be initialed in the opposite space by the commanding officer having charge of the record. If not correct, proper correction will be made in the figures and immediately on the line following an entry will be made thus: "Corrected to read—Overpaid ——— dollars," or "Corrected to read—Due and unpaid ——— dollars," as the case may be, writing such amount in words, this entry to be signed by the commanding officer concerned.

30-82

Transfers.—When a marine is transferred from one station to another his service-record book should, under the proper headings, contain the dates of promotions and reductions, with the reasons for the latter; the dates of beginning and ending of any special details, as cook or messman; the dates of departure from and arrival within the United States in going to or returning from foreign shore service; the record of last settlement or payment of the marine, including balances, if any, as shown by the last pay roll audited and settled by the officer carrying the accounts of ship or station; and a complete record of all matters affecting his pay.

30-83

Checkages.—In taking up accounts—from the service-record book—of men who join by transfer, the book should be examined for post-exchange checkages and other checkages pending. These checkages must be made on current rolls if subsequent to date of last settlement.

30-84

Where balances are shown, care should be taken at the time of transfer to see that such balances agree with the pay roll upon which last settlement appears. If transfer occurs after submission of the pay roll but before settlement is made, the amount stated for payment should be shown in the service-record book as "Due and unpaid," and in event that an error is developed upon the paymaster's audit of the roll in any balance overpaid or unpaid, so noted in the service-record book, the paymaster concerned should immediately, upon being informed of the transfer, request a checkage or credit of the necessary amount properly to adjust the error in question.

30-85

Deposit account.—The entries under the heading "Deposit account," in the service-record books should be made by marine officers, commanding, or noncommissioned officers in charge of the post or detachment.

30-86

Entry of courts-martial checkages.—All the necessary information pertaining to courts-martial checkages will be entered in the service-record book in the space provided for that purpose.

other checkages pending. These checkages must be made on current rolls if subsequent to date of last settlement.

30-84

Where balances are shown, care should be taken at the time of transfer to see that such balances agree with the pay roll upon which last settlement appears. If transfer occurs after submission of the pay roll but before settlement is made, the amount stated for payment should be shown in the service-record book as "Due and unpaid," and in event that an error is developed upon the paymaster's audit of the roll in any balance overpaid or unpaid, so noted in the service-record book, the paymaster concerned should immediately, upon being informed of the transfer, request a checkage or credit of the necessary amount properly to adjust the error in question.

30-85

Deposit account.—The entries under the heading "Deposit account," in the service-record books should be made by Marine officers, commanding, or non-commissioned officers in charge of the post or detachment.

30-86

Entry of courts-martial checkages.—All the necessary information pertaining to courts-martial checkages will be entered in the service-record book in the space provided for that purpose.

30-87

Allotments.—When allotments of enlisted men are approved by commanding officers ashore or afloat, they will at once be fully described in the space provided in the service-record book of the men concerned.

30-88

Men who are stated on pay rolls for pay and are transferred before payment of command should be given full credit for such pay in the space provided for "Pay account record" in the service-record book, less any amount they may have requested credited to their deposit accounts, or deducted in favor of the post exchange, proper alterations being made at the time of transfer on memorandum rolls.

30-89

In cases where men join the command the date of last settlement in the service-record books is so remote as to make it appear that a settlement had actually been made subsequent to the date shown in the book, the commanding officer should immediately take steps to ascertain the correct date of settlement.

Blank Forms

30–98

(C. M. C. M. 2)

(1) Requisitions for blank forms will be prepared and submitted in accordance with instructions published in Marine Corps orders (ordinarily the "Marine Corps price list of clothing, etc.," and the "Table of allowances of arms, accoutrements, equipage, stationery, etc."). All offices and organizations at a post will be supplied with necessary blank forms by the post quartermaster, unless otherwise directed by the Major General Commandant or the Quartermaster.

(2) Care will be taken to avoid waste and prevent deterioration of blank forms and blank books. The quantities of such supplies kept on hand will be limited to actual requirements for the period for which the allowance of stationery for the post or organization is prescribed; i. e., a quarter, a year, or duration of cruise, as the case may be, allowing, at remote stations, for possible delays in transportation of supplies, and infrequent or irregular mails.

(3) The notes, directions, and instructions printed on the standard blank forms issued for use in the preparation of Marine Corps accounts, reports, and records will be complied with, provided they do not conflict with the provisions of the Navy Regulations, or with any orders or instructions issued by the Secretary of the Navy or Headquarters of the Marine Corps.

30–87

Allotments.—When allotments of enlisted men are approved by commanding officers ashore or afloat, they will at once be fully described in the space provided in the service-record book of the men concerned.

30–88

Men who are stated on pay rolls for pay and are transferred before payment of command should be given full credit for such pay in the space provided for "Pay account record" in the service-record book, less any amount they may have requested credited to their deposit accounts, or deducted in favor of the post exchange, proper alterations being made at the time of transfer on memorandum rolls.

30–89

In cases where men join the command and the date of last settlement in the service-record books is so remote as to make it appear that a settlement had actually been made subsequent to the date shown in the book, the commanding officer should immediately take steps to ascertain the correct date of settlement.

Blank Forms

30–98

Requisitions should be invariably prepared in duplicate, and submitted by officers in command of detachments or posts of the corps to the paymaster who carries the accounts of their command.

The standard blank forms used in the preparation of Marine Corps accounts, both the S. and A. and N. M. C., with the notes and directions thereon, have the force and effect of Navy Regulations when not in conflict therewith.

The number of blank forms requisitioned should be restricted to actual requirements for at least three months, and should not be for more than a supply for one year, except for ship's detachments.

INDEX

A

Article

- **Abbreviations authorized** 1-64
- **Absence:**
  - because of injury, sickness, or disease 28-4 (1, 2)
    - computing checkage for 28-4 (6)
    - determination of cause 28-4 (5)
    - entry in service-record book 28-4 (4)
    - finding as to cause conclusive 28-4 (7)
    - misconduct report 28-4 (3)
  - with leave, entitles to pay but not allowances 28-3
  - without leave—
    - checkage for 28-2 (2, 10)
    - computed by calendar month 28-2 (3)
    - day of departure and day of return 28-2 (6)
    - deduction for hospital fund 28-2 (11)
    - detained as witness 28-2 (12)
    - determined administratively 28-2 (18)
    - held on criminal charge 28-2 (13)
    - in hands of civil authorities 28-2 (8, 9)
    - officers, pay forfeited 28-2 (16, 17)
    - on last day of month 28-2 (4, 5)
    - terminated upon return to military control 28-2 (7)
    - time lost, entry of, on Form N. M. C. 90 28-2 (14, 15)
    - when Navy Regulations are applicable 28-2 (1)
  - without or over leave 7-19
- **Accountable officer** on expeditionary service 22-72
- **Accountability** (*see also* Public property):
  - change of, receipt used on 22-19
  - unit of, on expeditionary service 22-71 (1)
- **Accounts:**
  - audit of organization 11-6
  - closed for discharge, no transfers after 3-26
  - closing of—
    - bad conduct discharge, for 3-17
    - retirement, for 3-41 (2)
  - inspection of, organization fund 11-7 (1)
  - organization fund, cashbook, how kept 11-7 (2)
  - post exchange, audit of 12-15
  - public property (*see* Property account) 22-1
- **Accounts and voucher forms,** transportation 16-306 to 308
- **Accouterments** (*see* Arms and accouterments) 17-51 to 17-72
- **Acknowledging verbal orders** 1-25
- **Address cards** furnished men on discharge 3-27
- **Address,** report of:
  - monthly, by retired men 3-41 (5)
  - officers retired or on leave 10-27 (1)
  - while delaying on "proceed" orders 10-27 (2)
- **Advance pay** 24-17
- **Advertisements:**
  - announcing sales 18-15
  - bills for 18-20
  - circulars 18-14
  - newspaper 18-15, 18-19, 22-48 (4)
  - proposals 18-14 to 18-21
  - purchase of supplies, for 18-2, 18-3, 18-14 to 18-21
    - guaranty stated in 18-17
    - issued by 18-18
  - rates for 18-21
  - recruiting 2-44
- **Aides** 24-18, 24-19
  - allowance for general officers 24-18
  - pay, additional 24-19, 24-29

Article

Allotments:
- at sea 27-8
- capture of grantor by enemy 27-29
- checkage on pay roll 27-22
- date of payment of 27-7, 27-20
- death, before payment of 27-25, 27-26 (1)
- death, desertion, etc 27-3, 27-11, 27-28
- duration 27-4
- expiring by limitation 27-16
- forms for men afloat 27-19
- forwarding to paymaster 27-9
- grantor missing in action 27-30
- insurance—
  - not affected by sentences imposing loss of pay 27-12
  - stopped where sentence involves confinement 27-13, 28-140 (3)
  - to pay premiums 27-5 (4), 27-31
- notice of stoppage of 27-15
- not to interfere with authorized checkages 27-2
- officers 27-5 (2)
- on transfer 27-10
- overpayments after death 27-26 (2)
- payable to bank, stoppage of 27-17
- payment not authorized 27-27
- payment to banks after death 27-26 (3)
- preparation 27-5
- responsibility for erroneous payment 27-23, 27-24
- service-record book, entry in 27-6
- stoppage by cable or telegraph 27-18
- transferred, case of death, desertion, or delay en route 27-28
- upon discharge at distant station 27-14
- when charged against pay 27-21

Allowances 26-1 to 26-76
- dependents 26-1, 26-2
- enlistment (*see* Enlistment allowance) 26-96 to 26-103
- quarters (*see also* Allowances subsistence) 14-94 to 14-96
- ration (*see also* Allowances subsistence) 14-1 to 14-4
- rental 26-38 to 26-51
  - active duty defined 26-42 (1)
  - Army officers on leave of absence 26-50
  - assignment of quarters 26-38 (11) 26-42 (4)
  - based on pay period of officer 26-40
  - based on 30-day month 26-47
  - below grade of brigadier general 26-38 (7)
  - detached from station or sea or field duty 26-43
  - field and sea duty defined 26-42 (2)
  - forms to be used 26-46
  - general officers 26-38 (6)
  - law authorizing 26-38
  - laws repealed by act of June 10, 1922 26-49
  - Naval Reserve officers on sea duty 26-51
  - payable when on active duty 26-41
  - pay clerks 26-38 (9)
  - permanent station 26-42 (3)
  - regulations 26-38 (5, 10)
  - table of number of rooms 26-39
  - warrant officers 26-38 (8)
  - while absent 26-44
  - with dependents 26-38 (2), 26-45 (1)
  - without dependents 26-38 (3, 4), 26-45 (2)
- subsistence 14-94 to 14-109
  - cash for 14-99 to 14-109
  - dependency of mother, how established 26-57 (6)
  - law authorizing 26-56
  - not dependent on duty status 26-57 (8)
  - officer of the Navy under arrest 26-57 (10)
  - payable while traveling 26-57 (7)
  - pay clerks 26-57 (9)
  - with or without dependents 26-57 (3, 4)
- travel, enlisted men 26-81 to 26-89
  - discharged on furlough without pay 26-87
  - extension of enlistment 26-84
  - Fleet Marine Corps Reserve 26-85
  - law authorizing 26-81
  - medical surveys 26-88
  - Naval Reserve 26-86
  - transportation in kind when discharged for underage 4-9 (3), 26-83
  - waiver of on discharge 4-9 (2)
  - when not paid 26-82

Allowances—Continued. Article
  travel, officers discharged 26-61 to 26-63
    after tendering resignation 26-63 (4)
    Army, discharged to take effect at later date 26-63 (2)
    discharged at place of appointment 26-63 (5)
    dismissal by the President 26-63 (3)
    general provisions 26-62
    pay overdrawn, proper charge against travel pay 26-63 (1)
  traveling expenses (*see* Traveling expenses) 26-71 to 26-76
  where quarters not furnished enlisted men 21-6
Alterations or repairs to barracks or public buildings 21-5, 21-8
Ammunition:
  amount to be kept on hand at posts 17-52, 17-59
  competitions 5-24 (9)
  empty cartridge cases and clips 17-60
  oldest on hand to be used 5-14
Amusement fund 11-2
Animals (*see also* Forage)
  alterations of tails, manes, or forelocks 20-3
  death of 20-4
  description book 20-1
  transfers 20-2
  veterinary instruments, etc 20-5
Anniversary, Marine Corps 1-55
Applicant for enlistment, report of refusal to complete enlistment or rejection 7-17
Appointments:
  noncommissioned officers 6-24, 6-25
  privates, first class 6-33
  second lieutenants 2-1
Arms and accouterments 17-51 to 17-72
  accountability 17-54
  ammunition 17-52, 17-59
  clothing bags 17-61
  detachment ordered to vessel 17-54
  empty cartridge cases and clips 17-60
  equipment (*see also* Equipment) 17-62 to 17-68
  gratuitous issue of gun oil and cleaning articles 17-55
  pistol, automatic, instruction before arming with 5-13
  pistol holster, slides for belts, etc 17-72
  pistols, security for 17-20 (4)
  price list 17-71
  record of serial numbers 17-56
  replacements of articles issued 17-66
  requisitions for 17-51
  rifles 17-69, 17-70
  storage on board ship 17-57
Army Regulations:
  distribution of changes in 1-2 (*b*)
  when governing 5-2
Army transports:
  command of marines on 1-6
  rations while traveling on 14-7
  transportation for families of officers and men 16-161, 16-162
Army, when serving with 22-77
Arrears:
  assignment of accounts, not payable when in 23-3
  commutation of quarters and rations may be paid 23-5
  overpayment, repayment by installment not authorized 23-4
  payments not to be made while in 23-1
  persons in, defined 23-2
Arrest of officer, notification of 7-1 (9)
Arrival and departure of officers, reports of 10-28
Arrival in United States of enlisted men 10-29
Articles expendable without survey 17-131 (1, 2)
Assignment of quarters 21-21 to 21-28
Assistant Adjutant and Inspector, San Francisco:
  commands Department of Pacific, when 1-51 (4)
  jurisdiction of 10-31
  muster rolls, forwarded to 10-17
Assistant quartermasters and assistant paymasters, duties of 1-4
Athletic apparatus 17-81
Attachment of pay 28-5
Auctioneers:
  civilians as 22-48 (3)
  enlisted men as 22-48 (2)
Audit of accounts, organization funds 11-6, 11-7 (6)
Automobiles, signs for 1-56

Article
Aviation, additional pay for .... chap. 29
  amount of flying obligatory 29–4 (10)
  aviator's flight log book 29–8
  classes of duty inherently involving flying .... 29–4 (3 to 8)
  conditions under which details to duty involving flying are suspended .... 29–4 (10) to 29–7
  detail to duty involving flying—
    enlisted men 29–4 (9)
    officers and warrant officers 29–4 (9)
    when effective 29–4 (10*b*)
  Executive order carrying pay act of 1922 into effect 29–2
  expenses, flying duty .... 26–77 to 26–80
  flight certificate 29–9, 29–10
  flight pay 29–10
    in case of death by accident 29–15
  increase in pay 29–3, 29–11
  instructions setting forth flight classifications 29–12
  noncommissioned officers, appointment of, for 6–25 (1*d*)
  pay act of 1922 29–1
  principles of Executive order of July 1, 1922 29–4
  retroactive detail of flying duty 29–13
  specialists, complement of, for 1–35 (4)
  vouchers for flying pay 29–14
Awards (*see* Supplies and services) .... 18–33 to 18–38

B

Badges, marksmanship (*see also* Insignia) 8–16
Baggage (*see* Transportation of baggage):
  allowance of for officers on expeditionary duty 5–42 (4)
  delivery of at station on discharge of enlisted men 3–24 (2)
Bakeries 14–92
Bakers, allowance of 1–32
Bands:
  music and instruments for, from the amusement fund 11–2 (4)
  Naval Academy, uniforms for 22–61
  not to compete with local civilian musicians 1–24 (2)
  specialists, allowance for 1–35 (5), 1–36
Band instruments 17–82
Barracks:
  alterations to 21–5, 21–8
  payment of water bill for 21–3 (2)
  private buildings occupied as 21–1
Barracks and quarters .... 21–1 to 21–9
  inspection of, when vacated 21–1
Beneficiary slips 2–59
Bidders (*see also* Bonds, Contracts, Proposals, Supplies and services):
  awards to .... 18–33 to 18–38
  guaranties or certified checks 18–17, 18–29, 18–30, 18–36
  information to be furnished .... 18–22 to 18–24
  withdrawal from competition 18–31
Bids (*see* Bidders and Proposals):
Bills of exchange, authority to draw 23–9
Bills of lading .... 16–221 to 16–255
  accomplishment by consignee .... 16–229 to 16–231, 16–248
  alterations and erasures 16–241
  carload shipments 16–238
  classification of shipments .... 16–251 to 16–255
  commercial form, when used 16–249
  contract or special rates 16–239
  disposition of .... 16–226 to 16–228
  duplicate of 16–243
  forms of 16–221
  issue of .... 16–223 to 16–226, 16–237, 16–242, 16–243, 16–249
    shipments by Government conveyances 16–242
    shipments to points outside United States 16–240
  loss, notation of .... 16–264 to 16–266
  lost .... 16–244 to 16–247
  measurements, when stated 16–240
  memorandum, disposition of .... 16–226 to 16–232
  numbers, serial, for 16–222
  property received, copy .... 16–223, 16–233 to 16–235
  property shipped, copy 16–223, 16–236
  receipt for property in absence of 16–246
  statement of facts on 16–248
Birthday of the Marine Corps, observance of 1–55
Blank forms 30–98
  property account 22–1

Article

- **Board of inventory and survey** 21–46
- **Boards of survey** (*see also* Rations, Surveys, Public property) 17–111 to 17–134
- **Boats:**
  - care and inspection of 1–63
  - requests for parts for 17–83
  - surveys on 17–134
- **Bonds** 18–46 to 18–57
  - accepted from surety companies 18–57
  - amount of 23–15
  - balances under deposit of 23–24 (1, 2)
  - bidders and contractors 18–46 to 18–57
  - checks, to cover lost, stolen, or destroyed 23–55
  - corporate bonds—
    - authorized 23–22 (10)
    - not acceptable if cost is over $2.025 a thousand 23–13
  - cost of, to be paid by officer 23–16
  - date of 23–22 (3)
  - date of approval 23–20
  - detached from duty before filing new bond 23–24 (2)
  - erasures or alterations on 23–22 (7)
  - execution of 18–49, 18–50
  - expired, officers outside United States 23–23 (1)
  - from whom required 23–11
  - indemnity 23–55
  - lists of surety companies 18–57 (1)
  - new, when filed 23–23, 23–24
  - officers employed as special disbursing agents 23–17
  - pay clerks 23–11 (3)
  - penal sum 18–48, 23–15
  - preparation of, instructions for 23–22
  - receipts for premiums, to whom forwarded 23–21
  - renewal of, time for 23–12
  - responsibility of senior disbursing officer 23–14
  - seals on 23–22 (4)
  - signature cards, forwarding of 23–22 (2)
  - signatures to be legibly written 23–22 (8)
  - subcontractors, payment of 18–53, 18–54
  - sureties—
    - certified to 18–50, 23–22 (9)
    - individuals as 18–50, 23–19
    - married woman as 23–22 (9)
    - surety companies as 23–18
  - telegraph, JAG to be notified by 23–24
  - when not required 18–47
  - wife of principal not accepted as surety 23–22 (6)
- **Books**, allowance of, for officers and troops 5–42 (3)
- **Books and orders furnished officers** 1–3
- **Bounty** (*see* Enlistment allowance) 26–96 to 26–103
- **Buildings** (*see also* Quarters) 21–5, 21–8
  - alterations, repairs, etc., estimates for 21–8
- **Buildings, quarters, and furniture** chap. 21
- **Bureau of Navigation Manual**, Arts. D–6101 to D–6106 quoted 6–21
- **Business**, enlisted men not to leave post to engage in 1–24 (1)
- **Buttons:**
  - honorable discharge, reserve, or victory 8–13 to 8–15
  - removal of on bad-conduct discharge, etc 3–29 (1)

C

- **Camp equipage**, when ordered to act with Army 22–77
- **Cash**, accounting for 23–31, 23–32
  - cashbook—
    - closing and balancing of 23–31 (1, 9)
    - counting of cash on last day of quarter 23–31 (10)
    - entries in 23–31 (4 to 8)
  - cash on hand, authority for carrying 23–32 (1)
  - certificate to be sent to paymaster 23–31 (2)
  - checks issued, to show object for which drawn 23–32 (5)
  - disbursing officers—
    - applications of to carry cash on hand 23–32 (1 to 3)
    - reports to be made to Secretary of Treasury 23–32 (1)
    - within continental limits of United States 23–32 (2, 4)
  - expeditionary and foreign duty, when ordered to 23–32 (4)
  - outside continental limits of United States 23–32 (3, 4)
  - Paymaster's Department 23–31 (1, 2)
  - Quartermaster's Department, disbursing officers—
    - cash account 23–31 (3)
    - receipt of funds 23–31 (5)

Cash—Continued. Article
  transfer of funds 23-211 to 218
  within continental limits of United States 23-32 (2)
Cash for subsistence 14-99 to 14-108
Cash (organization funds) 11-4
Cashbook, entries of organization funds in 11-7 (2)
Ceremonies 5-4
Certificate of balances of public property 17-10 (1), 22-30
Certificate of travel 16-71 to 16-74
  accomplishment at destination 16-73
  disposition of 16-71
  preparation of 16-71 to 16-74
  receipt for transportation and cash 16-72
Change of name and date of birth 1-59
Changes, distribution of, by commanding officers:
  Army Regulations 1-2 (*b*)
  Marine Corps and Navy publications 1-2 (*a*)
Character given on discharge 3-25
Checkages 23-62
  administrative authority, by direction of 23-62 (7)
  alimony, pay can not be checked for payment of 23-62 (5)
  cash collection, prior to discharge, disposition of 23-62 (19)
  Comptroller of the Treasury, not authorized to direct stoppage of pay 23-62 (10, 11)
  debts, private, no authority for checkage for 23-62 (5, 6)
  deserters and stragglers—
    Subsistence, etc., checkage for to be itemized 23-62 (20)
  disallowances, checkages against personal account 23-62 (8)
  erroneous payment made by a paymaster, account of 23-62 (14)
    Upon a construction of law, pay may be withheld 23-62 (2)
  Government property—
    authority for checkage on account of loss or damage to 23-62 (12)
    itemized, checkages for, to be 23-62 (18)
    responsibility for loss of or damage to, to be admitted or determined before checkage 23-62 (9, 13)
  illegal payments 23-62 (11)
  indebtedness to United States 23-62 (3, 4)
  lawful checkage, determination of 23-62 (12)
  major general commandant, to determine responsibility 23-62 (13)
  overpayments to be deducted on first payment 23-62 (16)
  payrolls, checkages on 23-62 (18, 20) 30-14
  personal account 23-62 (8)
  prisoner, discharged, gratuity not to be checked on reenlistment 23-62 (17)
  requests for (*see* Request for credit and checkage) 23-62 (21-31)
  sales to enlisted men 22-43
  stoppage of pay, unauthorized 23-62 (1)
  vouchers, checkages on 23-62 (15)
Checks:
  alteration, preparation of so as to prevent 23-35, 23-39
  as evidence of payment 23-50
  blank checks—
    issue of, for disbursing officers 23-33 (1)
    kept under lock and key 23-51 (1)
    numbers on 23-33 (4)
    receipts for 23-33 (7)
    receipts for checks transferred 23-33 (10)
    record of, to be kept 23-33 (9)
    report of 23-33 (7)
    requisitions for 23-33 (2-6)
    requisitions, receipts and report of, to be forwarded to Treasury Department 23-33 (12)
    restricted 23-33 (14)
    symbol number, new, to be inserted on transfer 23-33 (7)
    to be counted upon receipt 23-33 (13)
    unused 23-33 (7)
    upon transfer of disbursing officer 23-33 (8)
  bonds of indemnity covering lost 23-55
  canceled to be forwarded to General Accounting Office 23-40
  check books, containing blank checks 23-33 (5)
    care of, to be kept under lock and key 23-51 (1)
    posting of 23-51 (6)
  collection of money on, charges for not allowed 23-51 (4)
  death or desertion after signing pay roll 23-63 (8)
  delivery of on discharge 3-23 (6)
  deposits, entry in check book 23-51 (7)
  drawer of, to identify payee 23-44
  drawing of—
    for cash 23-46
    issued for longer period than three years 23-48
    payable to order 23-46
    paymaster's or quartermaster's clerk 23-51 (2)
    pay rolls, for cash payment of 23-46, 23-53 (1)

Checks—Continued.
  drawing of—Continued. Article
    Sundays when necessary 23-36 (1)
    when dated 23-36
      not to be post dated 23-45
  duplicate—
    bond to cover 23-55
    forwarded to Secretary of Treasury with bond 23-55 (8)
    issue of 23-55 (1, 10)
    regulations in regard to 23-55 (3)
  erasures or alterations on 23-39
  examination, beginning and end of each day 23-51 (1)
  exchange on 23-51 (3)
  forged indorsement, cashed on 23-53 (3, 4)
  general instructions regarding 23-51
  indorsements on 23-53
  irregularities in Government checks 23-52
  issue of, Treasury Department, record of 23-33 (9)
  letter of transmittal to Treasury Department, transfer of 23-33 (10)
  lost, stolen, or destroyed checks 23-55
    death of issuing officer 23-55 (2)
    duplicates of (*see also* Duplicate checks) 23-55 (1, 10)
    stoppage of payment on 23-54
  list of checks drawn to be furnished General Accounting Office 23-51 (7)
  mailing of, record of, on stubs 23-51 (2)
  outstanding—
    over three years 23-48
    report of not required by disbursing officer 23-49 (1)
    report of, Treasury Department 23-48 (1)
  payment on, stoppage of 23-54
    after stoppage has been entered against check 23-54 (5)
    depositary banks to be notified if amount of check is large 23-54 (4)
    immediate steps to be taken to stop 23-54 (1)
    request to be accompanied by correspondence 23-54 (3)
    requests for, to be addressed to Treasurer of United States 23-54 (2)
    within three years, payment will be made at any time 23-47
  pay rolls—
    cash payment of 23-46
    checks drawn for 23-53 (1)
  Philippine checks and accounts 23-42, 23-43 (2)
  power of attorney 23-38
  preparation of official 23-35
  procedure for safeguarding 23-49
  requisitions for blank checks 23-33 (2-6, 12)
  signature of disbursing officer to be furnished depositary 23-43 (1, 2)
  signatures on 23-41
  spoiled, to be forwarded to General Accounting Office 23-40
  stamp tax on bonds of indemnity, for duplicate checks issued 23-55 (5)
  stoppage of payment on 23-54
  stubs—
    disposal of, transfer of disbursing officer 23-33 (8)
    posting of 23-51 (6)
  Sundays, may be dated on 23-36 (1)
  symbol number—
    canceled checks 23-40 (2)
    of disbursing officers on 23-34
    to be canceled on checks transferred 23-33 (11)
  to be on all checks 23-34 (1)
    to be retained throughout service 23-34 (2)
  to whom drawn 23-37
  transfer—
    receipts for 23-33 (10)
    of disbursing officer 23-33 (8)
  Treasurer of the United States—
    furnished official signature, duly verified 23-43
    to be advised when stoppage of payment on is desired 23-43 (2), 23-54 (2)
  Treasury Department—
    to be advised of checks transferred and turned in 23-33 (12)
    to keep a record of issued and transferred 23-33 (9)
  typewriter, use of, authorized in preparation of 23-35 (1)
  undelivered, safeguarding of 23-49
  verification—
    of checks upon receipt 23-33 (13)
    of data and indorsements on, may be furnished 23-51 (5)
  warrant, Treasury, issued when amount covered into Treasury 23-48 (2)
Choice of station, officers 4-13
Circular letters:
  distribution of, by commanding officers 1-2 (1*a*)
  file of, to be kept by commanding officers 1-2 (2)

Article
Citizenship 2–49
Civil employees, traveling expenses of 26–72
Civilian witnesses, fees and mileage 28–121
Claims—
  against carriers 16–263, 16–270
    loss and damage—
      natural shrinkage 16–270
      notation on bill of lading 16–264, 16–267
      personal property 16, 265, 16–268
    vessel owners, when not liable 16–4
    when to be filed 16–265
  deductions on vouchers 28–6 (4)
  preparation of vouchers 28–6 (3)
  relating to prior enlistments 28–6 (2)
  report to paymaster 28–6 (5)
Classification of public property 22–1 (2)
Clothing and clothing allowance chap. 15
  abstract of clothing issued 15–7 (5)
    forwarded monthly 15–7 (5)
    prisoners 15–16 (2)
  accountable officer, changes affecting clothing accounts, notice of 15–14 (2)
  accountability for 15–14 (1)
  accounts—
    certified 15–12 (5)
    checkages, lost through neglect 15–15 (7)
    closed for discharge 15–12 (9)
    collection of checkages 15–12 (10)
    correctness responsibility for 15–14 (1)
    death 15–12 (8,13)
    debit and credit 15–11 (6)
    deserters 15–12 (5)
    duplicate forwarded 15–12 (3, 4, 7)
    entry on NMC 90 15–12 (13)
    expeditions 15–13 (2)
    final settlement 15–12 (4) to (9)
    general court-martial, loss of allowances 15–12 (11, 12)
    handling on transfer 15–13 (1, 2)
    how settled 15–12 (2)
    kept by company commander 22–73
    kept by regimental quartermaster 22–72 (1)
    kept in duplicate 15–11 (6)
    prepared in triplicate 15–11 (2)
    responsibility of officers keeping 15–14 (1)
    semiannual settlements 15–12 (3)
    statement of 15–12 (6)
    when settled 15–12 (1)
  allowance—
    absentees 15–11 (8)
    authority 15–8 (1)
    checkages 15–11 (8, 9)
    computation of 15–11 (7)
    deserters 15–9 (2)
      returned after expiration of enlistment 15–10 (4)
    exceeded 15–15 (1), 22–16
    extended enlistment 15–9 (5, 6)
    in arrest 15–10 (2)
    nonpay status 15–10 (1)
    overdrawn, checkage on pay rolls 23–62 (30)
    period covered 15–9 (1, 6)
    retained after enlistment expires 15–9 (4)
    reservists 13–80, 15–9 (7)
    transferred to reserve 15–9 (3)
    value of undrawn clothing payable on discharge 15–8 (2)
  Alteration in uniform 15–22 (1)
  Army, procured from 15–5 (2)
  balance sheet 22–21
  burial of deceased marines, for 15–19 (8)
  checkages 15–15
    absentees 15–11 (8)
    deserters 15–15 (3)
    failure to make 15–15 (6)
    lost through neglect 15–15 (7)
    men transferred 15–15 (2, 4)
    overdrawn 15–15 (1)
    request for 15–15 (5)
  check sheets 15–7 (4)
  contracts for, or purchase 18–1
  deserters and prisoners 15–16

Clothing and clothing allowance—Continued. Article
- destruction of 15-20 (1)
  - orders for 15-20 (2)
- disposition of—
  - left by deserters 15-18 (1)
  - of men enlisted fraudulently 15-18 (2)
- emergency purchases 15-5
- extension of enlistment, allowance 15-9 (5, 6)
- fit of 15-22
- fraudulent enlistment 15-18 (2)
- gratuitous issues—
  - abstract of 15-19 (5)
  - articles authorized 15-19 (1)
  - destroyed in fighting fire or to prevent contagion 15-19 (4)
  - for burial 15-19 (8)
  - Hospital Corps men 15-19 (2, 3)
  - how expended 15-19 (7)
  - separate issue slips 15-19 (5)
  - toilet kits 15-19 (6)
  - upon discharge for bad conduct, etc 3-29
- hooks prohibited 15-22 (3)
- Hospital Corps men 15-19 (2)
- issues 15-6, 15-19
  - after receipt of orders to expeditionary duty 15-6 (3)
  - deserters 15-16 (1)
  - emergency 15-5 (1)
  - enlisted men, Navy 22-61, 22-63
  - excessive 15-15 (1), 22-16
  - failure to check 15-15 (6)
  - fixed time for 15-6 (2)
  - larger sizes than needed 15-22 (1)
  - monthly 15-6 (2)
  - oldest articles first 15-6 (1)
  - pajamas to recruits 15-17
  - ponchos 15-21 (1)
  - prisoners 15-16
  - rubber articles 15-21 (2)
  - stragglers, to 15-16 (1)
  - to be charged as made 15-6 (5)
  - toilet kits 15-19 (6)
  - witnessing 16-6 (4)
- issue slip 15-7 (2)
  - erasures and interlineations on 15-7 (3)
  - separate for gratuitous issues 15-19 (5)
- lost by shipwreck or fire 15-5 (1)
- lost through neglect 15-15 (7)
- marking of 15-23
- naphthalene 15-24
- Naval Academy band, transfers to 22-61
- officers' servants, sales of, to 22-44
- on foreign station 15-3 (3)
- pajamas, issue of, to recruits 15-17
- post quartermaster to supply 15-2
- price list 15-1
- protection from moths 15-24
- purchase of, on account of loss by fire, etc 15-5 (1)
- quantity to be kept on hand 15-3 (2)
- records, individual 15-11
  - erasures and interlineations 15-7 (3)
  - expeditionary service 15-13 (2)
  - extension of enlistment 15-11 (3)
  - handling on transfer 15-13
  - how kept 15-11 (6 to 9)
  - joining by enlistment 15-11 (2)
  - joining from desertion 15-11 (4)
  - prisoners restored to duty 15-11 (5)
  - request for checkage 15-15 (5)
- requisitions—
  - preparation of 15-3
  - to be approved by commanding officer 15-1
- requisition slips, individual 15-7 (1 to 3)
- responsibility 15-14, 15-15 (6)
- retention of by Government 3-29
- rubber articles, accountability and issue of 15-21
- sales of condemned clothing and public property 22-47, 22-48
- sizes 15-22 (2)
- statement of clothing account 15-12 (6)
- surplus on hand, disposition of 15-4
- surveys on 17-121

Clothing and clothing allowance—Continued. Article
- transfers to other branches of service 22-61 to 22-64
  - invoice and receipt 22-64
  - Naval Academy band 22-61
- trying on 15-22 (1)
- woolen, protection from moths 15-24

Collections and Refunds 23-63
- abstract of collections (*see also* Returns) 23-63 (4)
- checks, transmittal of, by 23-63 (1)
  - cashable at par, should be 23-63 (1*d*)
  - indorsement on 23-63 (2)
- deposits, enlisted men, for 23-63 (1)
- deposits of, in nearest Government depositary 23-63 (1*a*)
  - paymasters 23-63 (3)
  - receipt for, to be sent to paymaster concerned 23-63 (1*b*)
- discharge, disposal of collections on 23-63 (1*a*,6)
- letter of transmittal to accompany 23-63 (4, 5)
- report of on reverse of final statement 23-63 (5)
- sales, disposal of 23-63 (1)
- transcript, entries on 23-63 (7)
- transmittal of by express 23-63 (1*d*)

Colors, official 1-57
- carried by post exchange 1-57 (3)

Command, report of, change in status of 17-23

Commanding officer:
- action on proceedings of organization council 11-7 (7)
- action on report of exchange council 12-7 (10), 12-17 (3)
- distribution of orders by 1-2
- duties of—
  - as recruiting officer 2-81
  - assisting ex-service men 1-60
  - on November 10 1-55
  - rating specialists 1-35 (8)
- responsibility of for expenditure of organization funds 11-7 (7)
- returns forwarded through 22-34

Companies, orders, circulars, etc., furnished to 1-2

Company commanders:
- accountable officer 22-71, 22-73
- clothing accounts 22-75
- will give memorandum receipts 22-72 (1)

Compensation, ex-service men 1-60

Competitions, rifle and pistol 5-24 to 5-31

Complements:
- bands, post and regimental 1-36
- noncommissioned officers 6-24

Comptroller General of the United States:
- advance decisions—
  - determine questions of law only 23-102
  - requests for, submitting of 23-101
- appeals—
  - forwarding of 23-92
  - revision of settlement 23-93, 104
  - within one year, should be made 23-93
- blank forms, approval of 23-107
- claims—
  - adverse decision by, request executive department does not affect right to 23-108
  - payment by disbursing officer without reference to 23-98
  - pending action by General Accounting Office, decisions can not be rendered by 23-95
  - supplemental 23-109
- collections, decisions by, do not cover cases involving 23-103
- Court of Claims, action for the removal of disallowances 23-96
- decisions of—
  - applications for, forwarding of 23-91
  - bound volumes of, furnished P. M. and Q. M 23-106
  - collections, do not cover cases involving 23-103
  - effective date 23-94
  - limited to questions involving payments 23-103
  - payments made prior to 23-110 (2)
  - questions of law, involving only, not authorized to make 23-100
  - requests for, advance 23-101
  - requests for, by disbursing officers 23-99
- disallowance by General Accounting Office, payment made to cover appeal 23-104
- disbursing officers—
  - after amount disallowed has been refunded 23-105
  - payment of claims by, without reference to 23-98
- error in calculation, reopening of claim upon discovery of 23-97
- fraud, reopening of decisions upon discovery of 23-97

Comptroller General of the United States—Continued.
- General Accounting Office— Article
  - duties of 23–90, 23–112
  - establishment of 23–89
  - pending action by, not authorized to render decisions on matters 23–95
- hypothetical cases 23–100
- refund of amount disallowed 23–110
- reopening of claims—
  - error in calculation 23–97
  - fraud, upon discovery of 23–97
  - newly discovered evidence 23–97, 23–111
- revision of accounts 23–109, 23–110, 23–113
- revision of General Accounting Office settlement 23–109
- settlements by conclusive, except 23–112

Comradeship and brotherhood 1–7 (1)

Contractor, definition (*See also* Bonds and Bidders) 18–41

Contracts (*See also* Supplies and Services) 18–40 to 18–45
- awards 14–24, 18–33 to 18–38
- by whom made 18–38, 18–42
- copy for returns office 18–45
- corporations 18–43
- defined 18–39 (1*a*)
- distribution of copies 18–44, 18–45
- execution of 18–42, 18–43
- forms used 18–40
- oath, returns office 18–45
- partnership 18–43

Cooks and messmen:
- additional pay 28–31
- allowance of cooks 1–31 (1), 28–34
- allowance of messmen 1–30, 28–32
- detail of—
  - cooks as bakers 1–32
  - cooks restricted to private and private first class 1–31
  - on board ship 1–31 (2), 28–39
- new details 1–33, 28–36 to 28–38
- service for parts of a month 28–35
- voucher (N. M. C. 206) 28–33

Corporals:
- examination for 6–23 (5)
- warrants of 6–22 (7)

Correction of papers 10–33

Correspondence chap. 9
- addressed to major general commandant 9–1
- between officers at headquarters and other officers 9–2
- dispatches—
  - confirmation 9–34
  - how addressed 9–38
  - night messages 9–33
  - on official business 9–35
  - payment 9–38 (3*a*), 9–40
  - preparation of 9–36
  - reference number and date 9–41
  - telegraph blanks 9–37
  - telephones in private residences 9–39
  - to be brief 9–32
  - when used 9–31
- file system, Paymaster's Department 9–61
- general officers, how styled in 9–3
- names in full 9–4
- personal mail 9–6
- registered mail 9–5
- relating to Paymaster's Department 9–7
  - applications to Comptroller General for decision 9–7 (4)
  - carbon copies 9–7 (5, 6, 7)
  - communications authorizing expenditures 9–7 (8)
  - file system 9–61
  - indorsements affecting pay, mileage, etc 9–7 (2)
  - vouchers and routine correspondence 9–7 (1)
  - when pay clerk signs 9–7 (3)
- relating to Quartermaster's Department 9–8
  - contractors 9–8 (4)
  - from depots for headquarters 9–8 (3)
  - matériel 9–8 (1)
  - personnel 9–8 (2)
  - public bills 9–8 (5)
- routine 9–2

Cost accounting (utilities) 19–4

Article

- **Council:**
  - audit of organization accounts by — 11–6
  - proceedings of — 11–7 (6)
    - record of — 11–7 (7)
    - submitted to commanding officer — 11–7
- **Courts-martial** — 28–11 to 28–26
  - approval of proceedings and sentence — 28–12
  - checkage of pay limited to current enlistment — 28–19
  - disapproval of sentence subsequent to discharge — 28–26
  - enlisted men—
    - awaiting trial by, not to be paid — 28–11
    - pay on reduction by — 28–17
    - restored to duty from sentence of imprisonment — 28–22
  - general court-martial prisoners placed on probation — 28–16
  - loss of pay—
    - by sentence of — 7–19 (4)
    - in terms of dollars — 28–23
    - noted in service-record book — 28–13
  - memoranda, who makes, where sent — 7–18
    - agreement with pay and muster rolls — 7–19 (3)
    - AWOL and AOL show in — 7–19 (1)
    - checkage of loss of pay to be noted in — 7–18, 7–19 (4)
    - preparation of in triplicate — 7–18
  - orders, distribution of, by commanding officers — 1–2
  - pay not forfeited may be used for allotments — 28–24
  - prisoners not entitled to pay after expiration of enlistment — 28–15
  - probationers not to be made noncommissioned officers or privates, first class — 6–34
  - recommendations for trial by — 7–1 (6)
  - sentence—
    - in excess of legal limit — 28–18
    - providing a payment to be made on release from confinement — 28–21
    - set aside — 28–20
  - termination of probation — 28–25
  - vouchers to be furnished by paymaster on transfer of general court-martial prisoners' accounts — 28–14
- **Credits** (*see also* Checkages) — 23–61
  - adjustment of — 23–61 (1)
  - short credits — 23–61 (4)
  - arrears of pay — 23–61 (2)
  - pay rolls—
    - arrears, remarks to support — 23–61 (2, 4)
    - entry of, on — 23–61 (1 to 4)
    - where claims for have been filed with General Accounting Office — 23–61 (1)
  - requests for (*see* Request for credit and checkage) — 23–62 (21 to 31)
    - transferred before receipt of — 23–61 (3)
- **Crockery** — 22–17 (2)
- **Currency, domestic and foreign** — 23–64
  - bills of exchange (*see* Bills of exchange).
  - pay clerk, limited amount of, to be turned over to — 23–64 (2)
  - protection against loss — 23–64 (1)
  - rate of exchange shown on rolls — 23–64 (4)
  - receipts, payments in foreign money, how prepared — 23–64 (3)
  - safe, to be kept in — 23–64 (2)
  - safe-keeping in the field, manner of — 23–64 (1)
  - transportation to ship by boat, how handled — 23–64 (1)
- **Custodian of organization funds and property** — 11–3
  - absence of — 11–3 (2)
  - relief of — 11–3 (3)
  - responsibility of — 11–3 (4)
  - who is — 11–3 (1)

D

- **Damage or loss of public property in transit** — 22–32
- **Dead men's accounts** — 30–5, 30–25
- **Death** (*see also* Deceased persons).
  - disposition of effects — 3–5, 18–72
  - disposition of remains — 3–4, 18–72
  - flags issued — 3–3
  - notification of next of kin — 3–1
  - report of, made by telegraph — 3–1
  - under discreditable conditions — 3–2
- **Death gratuity:**
  - law authorizing — 28–41 (1)
  - not transferable — 28–41 (6)
  - overpayment during life not charged against — 28–41 (3)
  - payment by officer of Paymaster's Department — 28–41 (2)
  - when beneficiary is a minor — 28–41 (5)
  - when not authorized — 28–41 (4)

Article

- **Deceased persons** 18–71 to 18–73
  - attendant to accompany remains 18–73 (2)
  - burial, public expense 18–71
    - contracts, branches of Government service 18–73 (3)
    - limitations 18–73 (1)
    - payable by 18–73 (5)
  - civilian employees 18–73 (6)
  - clothing for 15–19 (8)
  - disinterred 18–72 (3, 4)
  - effects of, disposition of 3–5, 18–72 (1)
  - indigent ex-marines 18–73 (4)
  - minister, expense for 18–73 (8)
  - outside United States 18–72 (3), 18–73 (6)
  - report of expenses 18–73 (3)
  - shipment of remains 3–4, 18–72
  - undertaker's services 18–73 (3)
- **Deck courts:**
  - memoranda of 7–18
  - when authorized 7–1 (4)
- **Decorations:**
  - gratuitous issue 8–2
  - presentation of 8–1
  - wearing of, during punishment 8–5
- **Decorations, medals, ribbons, and badges** chap. 8.
- **Delay on "proceed" orders to be reported** 10–27 (2)
- **Department of the Pacific:**
  - commanded by departmental commander 1–51 (2)
  - departmental commander—
    - duties of 1–51 (5)
    - next in command during absence of 1–51 (4)
    - staff of 1–51 (3)
  - discharges in 1–51 (7)
  - limits of 1–51 (1)
  - Marine Corps Expenditionary Force, San Diego 1–52
  - promotion and reduction in 1–51 (6), 6–32
  - Western Recruiting Division 2–31
- **Departure and arrival of officers,** reports of 10–28
- **Dependents** 26–1, 26–2
- **Deposits** 28–46 to 28–81
  - book lost 28–60, 28–66
  - cash 28–52
  - deduction made on individual voucher 28–69
  - deserters 28–67, 28–68
  - entry in service-record book 28–57
  - exemption of 28–81
  - interest 28–47 (2), 28–48, 28–65
    - when confined beyond term of enlistment 28–73
  - law authorizing 28–46, 28–47
  - liability for debts to Government 28–72
  - liability of paymaster 28–75
  - men serving afloat 28–56
  - men transferred 28–53, 28–58
  - monthly abstract 28–63, 28–70
    - carbon copy to be clear 28–71
  - monthly reports 28–49, 28–51, 28–55
  - Naval Reserve, Marine Corps Reserve, Naval Militia 28–80
  - new 28–50
  - not checked for amounts due post exchange 28–74
  - not to be started within six months of expiration of enlistment 28–59
  - omitted 28–61
  - record of accounts 28–62
  - repaid on discharge for fraudulent enlistment 28–77
  - repaid on transfer to Fleet Naval Reserve 28–79
  - retired men on active duty 28–78
  - total amount and interest credited in final settlement 28–64
  - verified prior to transfer 28–54
  - when deposits and interest are payable 28–76
- **Deposits of public money** (*see* Public money) 23–65 to 23–87
- **Depot of supplies:**
  - articles to be returned to, upon return of expedition 22–78
  - sales 22–41
- **Deputy to an assistant paymaster:**
  - appointment of 23–11 (4), 23–151 (1)
  - blank checks, supply of, furnished to 23–151 (5)
  - cash on hand, verification of 23–31 (2), 23–151 (9)
  - checks, how signed by 23–151 (6)
  - commissioned officer, appointment as 23–11 (4), 23–151 (1)

Deputy to an assistant paymaster—Continued. Article

- correspondence, title appended to signatures as ... 23-151 (8)
- pay clerk, appointment as ... 23-11 (4), 23-151 (1)
  - official designation ... 23-151 (7)
- paymaster concerned to issue instructions to ... 23-151 (12)
- payments made in strict conformity to law ... 23-151 (3)
- public money, amount to be determined by paymaster ... 23-151 (4)
- report of cash on hand to ... 23-151 (9)
- stipulation and consent agreement ... 23-11 (4), 23-151 (1, 2)
- to give all information ... 23-151 (11)
- vouchers, copies of to be retained by ... 23-151 (10)

Deserters:

- clothing for ... 15-16 (1)
- delivery or surrender of to be reported ... 2-66, 7-9
- discharge as undesirable ... 7-14
- entries in service-record book ... 7-6
- expenses of return to be checked against account ... 18-82
- officer receiving to identify ... 7-10 (1)
- pay roll, taken up on ... 7-11
- personal effects, inventory of ... 7-7, 7-8
- physical examination of ... 7-12
- post taken up at ... 7-11
- property belonging to the Government ... 7-7
- report of return to be made to headquarters ... 7-9
- reward for—
  - checkage of ... 7-11
  - copies of, where sent ... 7-5
  - issue of ... 7-3
  - noted in service-record book ... 7-4
  - payment of ... 7-10, 18-81
  - wording of ... 7-2
- staff returns forwarded to headquarters ... 7-4
- subsistence, etc., checkage for to be itemized ... 23-62 (20)
- surrender of, on advice of attorney ... 18-81 (5)
- surrender of, to be reported ... 2-66, 7-9
- transportation for, checkage of cost of ... 18-82
- war, in time of ... 7-13

Deserters' accounts ... 28-91 to 28-114

- allotments ... 28-93
- arrest after expiration of enlistment ... 28-106
- closing ... 28-91
- constructive reenlistment ... 23-130 (5), 28-111
- deserter in service from date of delivery to military authorities ... 28-101
- deserters' roll ... 28-96
- desertion need not be established by court-martial ... 28-99
- judgment of court-martial followed by Pay Department ... 28-108 (1)
- men not entitled to arrears of pay or travel pay when discharged for desertion ... 28-104
- money left by deserters ... 28-92
- overdrawn clothing account ... 28-105
- overpaid on desertion ... 28-107
- pay after return to military control ... 28-97, 28-110
- pay upon return to duty ... 28-113
- pay and allowances due at date of desertion forfeited ... 28-102
- pay and allowances under former enlistment not affected by sentence for desertion in subsequent enlistment ... 28-100
- removal of mark of desertion when not erroneous ... 28-112
- responsibility for payment ... 28-109
- sale of effects of ... 28-95
- Secretary of Navy has no authority to remove charge of desertion unless erroneous ... 28-103
- submitted to paymaster, Marine Corps, when facts not clear ... 28-108 (2)
- transfer of accounts from deserters' roll ... 28-98
- transfer pay accounts ... 28-94

Deserters and stragglers ... 18-81 to 18-82

- checkages ... 18-81 to 18-82
- discharged unfit for service ... 18-82 (4)
- payment of reward ... 7-10, 18-81
- transportation of civil officer making arrest ... 18-81 (1)

Desertion (*see also* Deserters):

- causes for to be entered in service-record book ... 7-6
- defined ... 7-3
- inventory of Government property and effects ... 7-7, 7-8
- vacates position of noncommissioned officer or private first class ... 6-29

Details, in dual capacity of commissary sergeant and mess steward prohibited ... 1-29

Dimensions of freight cars ... 16-257 (3)

Diplomas from schools and colleges ... 6-2 (1)

Disbursing officer:

- not to be personally interested in purchases or sales ... 23-147
- proceeds of sales by ... 22-51, 22-52

Discharge (*see also* Pay, enlisted men): Article
- address cards furnished 3-27
- assignment to Marine Corps Reserve 13-53
- at foreign station, subsistence after 14-8
- at place of duty 4-9 (5)
- bad-conduct 3-11 (*n*), 3-17, 3-29
- character given on 3-25
- classes of 3-11
- completion of service-record books for 3-21
- delivery of baggage, etc., at station 3-24 (2)
- delivery of check and certificate 3-24 (1)
- dishonorable 3-11 (*o*)
- effective, when 25-32
- final settlement, preparation of 3-22 (1)
- good-conduct medal, award of in Department of the Pacific 1-51 (7)
- gratuity 25-37
- honorable 3-11 (*a* to *j*)
- medical survey 3-14
  - closing accounts for 3-14 (1)
  - due to misconduct 3-11 (*k*)
  - men in hospital 3-14 (4)
  - on board ship 3-14 (3)
  - probationers 3-14 (5)
  - recruits 3-14 (2)
- on foreign shore duty 3-18
  - waivers of consular aid and transportation 3-18 (1 to 4)
- own convenience, for 3-15
- pay and clothing account 3-22 (2)
- removal of insignia on bad-conduct discharge 3-29
- reports on men due for 4-9 (4)
- service-record books forwarded for 3-20
- transfer for on expiration of enlistment 3-19, 4-9 (1)
- transfers not made after account closed 3-26
- transportation and subsistence 3-18 (5)
- under age 3-13
  - on application of parents 3-13 (1)
  - transportation 3-13 (2)
  - when transportation not furnished 3-13 (3)
- undesirable 3-11 (*l*), 3-16, 7-14
  - not used as punishment 3-16 (2)
- uniform, deprivation of upon discharge other than honorable 3-29
- waivers, on transfers for 4-9 (2)

Discharge certificates:
- classes 3-12
- delivery 3-24 (1)
- final settlement, by whom signed 3-23 (5)
- notation of employment 3-23 (4)
- parchment 3-23 (1)
- phraseology 3-23 (3)
- recommendation for reappointment to be noted on 6-30
- white or yellow, where prepared 3-23 (2)

Discharges and transfers, reports of 10-20

Discipline (*see also* Punishments) chap. 7

Dispatches (*see* Correspondence) 9-31 to 9-41

Disposition of records when organization discontinued 10-31, 11-8

Distances, official 26-19, 26-36

Distinguished marksmen, badges for 8-16 (2 to 4)

Distinguished service cross 25-3 (1)

Distinguished service medal 25-3 (1)

Drills and ceremonies 5-4

Driver's permit for motor vehicles, issue of 20-25

E

Effects of deceased persons, disposition of 3-5, 18-72 (1)

Electric current and illuminating supplies 19-31 to 19-45
- allowance for cooking and heating water 19-35
- allowance for lighting 19-36
  - by months 19-38
  - payment for excess current 19-39
  - posts in Panama 19-37
- for quarters of naval personnel 19-45
- furnished for private interests (tailor and barber shops, Red Cross, etc.) 19-44
- hours for burning lights 19-41
- installation 19-31
- meters 19-42
- number of lights 19-41
- oil lamps prohibited, when 19-43
- transformers 19-32
- use of fans, etc 19-33, 19-35 (2)
- where not available 19-40

Article

Elliott trophy match 5-27

Embezzlement, definition of 23-67

Emergency purchases (*see also* Purchase of supplies) 18-59 to 18-65
- certificate required 18-64
- continuance 18-63
- definition 18-39 (2*a*)
- exigency, evidence of 18-62
- minor, for repairs 18-61
- preparation of specifications 18-65
- repairs, minor 18-61
- vouchers, certificates 18-64

Engaging in business by enlisted men prohibited 1-24 (1)

Enlisted men:
- acknowledging verbal orders 1-25
- allowances where quarters not furnished 14-96, 21-6
- appointment as second lieutenant 2-1
- appointment to Naval Academy 5-5 (16), 6-21
- arrival in United States from foreign station 10-29
- bakers and cooks, allowance of 1-31, 1-32
- change of name and date of birth 1-59
- continuous-service benefits upon reenlistment from Reserve 13-19
- death, report of (*see also* Death) 3-1, 3-2
- deceased persons, burial expenses 18-71 to 18-73
- deserters and stragglers, payment of reward 18-81, 18-82
  - report of delivery or surrender of 2-66, 7-9
- detail in dual capacity of commissary sergeant and mess steward prohibited 1-29
- employment as servants prohibited 1-23
- engaging in business prohibited 1-24 (1)
- equipment for foreign expeditionary duty 5-42 (5 to 12)
- extension of enlistment 2-23
  - first extension 2-23 (6)
  - for one year 2-23 (2*a* to *c*)
  - forwarding of agreement 2-23 (4)
  - how and when made 2-23 (1)
  - physical examination 2-23 (7)
  - service-record books, entries in 2-23 (5)
  - supplemental to original contract of enlistment 2-23 (3)
  - time lost 2-23 (10)
  - when effective 2-23 (11)
  - when executed 2-23 (9)
  - who may extend 2-23 (8)
- foreign tropical expeditionary duty 5-42 (5 to 11)
- grades classified for pay purposes 1-21
- Government life insurance, entitled to apply for 1-61
- hair cuts 1-26
- instruction before arming with pistol 5-13
- instruction in schools 5-5 (15 to 17), 5-6
- married 1-37, 2-51
  - assignment of quarters to 1-37 (3, 5)
- messmen, detail of 1-30, 28-32
- mess stewards, detail of 1-29
- next of kin to be ascertained if injured or ill 1-22
- noncommissioned officers (*see* Noncommissioned officers) 6-22 to 6-32
- promotion—
  - examination for 6-23
  - not to be made for purpose of discharge 6-30 (3)
  - not to be made if court-martial probationer 6-34
- reappointment to former rank upon reenlistment 6-31
- retirement of 3-41
- sales to 22-41, 22-43, 22-52
- signalmen 1-34
- specialists (*see* Specialists) 1-35
- time lost, entry of in service-record book 10-30
- transfer to Fleet Marine Corps Reserve 13-54
- travel allowance 26-81 to 26-89

Enlistment allowance 26-96 to 26-103
- extension of enlistment, on 26-101 to 26-103
- fraudulent enlistment 26-99
- law authorizing 26-96
- not prorated 26-100
- notation of on man's copy of final settlement 25-38 (10)
- reenlistment in same branch of service 26-97
- reimbursement on discharge for own convenience 3-15
- time lost under act of April 27, 1914 26-98

Enlistment, cancellation of 10-13 (22)

le
Artic

- **Entry into the service:**
  - enlisted men. (*See* Recruiting instructions.)
  - second lieutenants, appointment as 2–1
    - officers authorized to recommend for 2–1 (1)
    - policy of major general commandant 2–1 (10)
    - preliminary examinations for 2–1 (5)
    - qualifications for 2–1 (2)
    - recommendations for 2–1 (3)
    - scope of examination 2–1 (9)
    - selected candidates for 2–1 (6, 7)
    - withdrawal of nomination for 2–1 (8)
  - warrant officers—
    - appointment of 2–21, 2–22
    - examinations for appointment as 2–21 (3)
    - law and regulations 2–21 (1)
    - policy concerning appointment as marine gunner 2–22
    - qualifications 2–21 (2)
- **Epidemic disease,** appearance of in detachment en route for Army transport 4–10 (2)
- **Equipage, sales,** to whom made 22–41
- **Equipment:**
  - disposition of on transfer to hospital 17–68
  - each man to use own rifle at target practice 5–16 (2)
  - field, for officers 5–42 (1, 2)
  - for enlisted men on expeditionary duty ..... 5–42 (5 to 12)
  - issued to recruits and others 17–62, 17–63
  - mess furniture in field 14–11
  - pistol holster, slides for belts, etc 17–72
  - price list 17–71
  - procedure to be followed in issuing 17–65
  - replacement of articles lost or destroyed 17–66
  - retention of until discharge 17–64
  - tentage allowed for tropical expeditionary duty 5–42 (12)
  - turning in of 17–67
- **Erasures** 10–33, 18–28
- **Estimates, for supplies,** how submitted 18–5
- **Events,** record of 10–21
- **Examination for promotion:**
  - enlisted men—
    - consideration given to seniority and character 6–23 (3)
    - corporals 6–23 (5)
    - examining board 6–23 (1)
    - first sergeants 6–23 (8)
    - gunnery sergeants 6–23 (13)
    - quartermaster sergeants 6–23 (9)
    - reappointment to noncommissioned rank upon reenlistment without examination 6–23 (12)
    - schools 6–23 (11)
    - sergeants 6–23 (6)
    - sergeants major 6–23 (10)
    - staff sergeants 6–23 (7)
    - technical appointments 6–23 (2)
  - officers—
    - exemptions 6–2
    - preparation of questions 6–4 (6)
    - probationary 6–3
    - procedure 6–1 (1)
    - publications used in 6–1 (2)
    - scope of, in the line—
      - to captain 6–1 (6B)
      - to colonel and lieutenant colonel 6–1 (6D)
      - to first lieutenant 6–1 (6A)
      - to major 6–1 (6C)
    - Paymasters Department 6–1 (5)
    - Quartermasters Department 6–1 (4)
- **Examining boards, supervisory:**
  - how appointed 6–4 (1)
  - rules of examination 6–4
- **Exchange Regulations** ..... chap. 12
  - accounts 12–14
    - how kept 12–14 (1, 2, 17)
    - ledger, to be kept 12–14 (7)
  - accounts payable 12–14 (7*o*)
  - accounts receivable 12–14 (7*p*)
  - acting exchange officer 12–5 (5)
  - adding machines 12–15 (19)
  - adjutant and inspector, balance sheet forwarded to 12–17 (3)
  - amusement account 12–14 (7*a*)
  - amusement fund, profits for 12–16 (2)

Exchange regulations—Continued. Article

- amusement rooms account 12–14 (7*b*)
- amusements authorized 12–2 (4)
- athletics authorized 12–2 (4)
- attendants—
  - bonded 12–6 (3)
  - enlisted men detailed as 12–6 (1)
  - extra compensation 12–6 (6)
  - payment of bills by 12–12 (6)
  - personal profit prohibited 12–6 (10)
  - presence in exchange at night 12–11 (9)
  - qualifications 12–6 (2)
  - sales for own account 12–6 (9)
- audit, exchange council 12–15 12–17 (2)
- audit methods 12–15 (3 to 25)
- bakers and cooks, extra compensation for 12–6 (6)
- balance sheets 12–17
  - action of commanding officer 12–17 (2, 3)
  - copy posted in exchange rooms 12–11 (3), 12–17 (4)
  - forwarded to adjutant and inspector 12–17 (3)
  - permanent flat files 12–17 (4)
  - verified 12–7 (7)
  - when submitted 12–17 (1)
- bank balance 12–14 (14)
- barber account 12–14 (7*l*)
- barber services—
  - compensation 12–10 (2)
  - conducted by exchange 12–10 (1)
  - when no charge 12–13 (3)
- bills—
  - paid by check 12–12 (6)
  - paid promptly 12–11 (1)
- bills receivable account 12–14 (7*c*)
- blotter 12–14 (5)
- bookkeeper 12–6 (5)
- bookkeeping, double entry required 12–14 (4)
- buildings for exchange 12–3 (1)
  - heat, light and fuel 12–3 (4)
  - repairs by quartermaster 12–3 (3)
  - temporary 12–3 (2)
- capital 12–2 (2)
- cash—
  - amount left with steward 12–12 (1, 10)
  - deposited 12–12 (3)
  - not to be removed 12–12 (2)
  - turned in daily 12–12 (9 to 11)
- cash account 12–14 (7*d*)
- cash register 12–12 (7, 8)
- cash transactions, exchange officer to attend to 12–12 (1)
- cashbook—journal 12–14 (6)
- checks—
  - Government, to be cashed 12–12 (4)
  - numbered 12–14 (15)
  - personal, cashing of 12–12 (5)
- civilian employees 12–6 (1)
- civilians, admittance to exchanges 12–11 (8)
- clothing, sale by Quartermaster's Department 12–9 (5)
- collection roll 12–13 (5*e*)
- collections through Paymaster's Department 12–13 (4, 5*k*)
- colors, Marine Corps, official, carried by 1–57 (3)
- commanding officer 12–4, 12–5 (1)
  - final action on balance sheet 12–17 (3)
  - rendering pay rolls 12–13 (5*a* to *d*)
- committee of noncommissioned officers 12–8
- cooks and bakers, extra pay for 12–6 (6)
- corrected copy Exchange Regulations in exchange rooms 12–11 (4)
- coupon account 12–14 (7*e*)
- coupon books 12–20
- coupons 12–13 (5*j*), 12–20
- coupons counted 12–15 (21)
- credit 12–13
  - authorized, when 12–13 (2)
  - not extended 12–13 (1)
  - procedure for extending 12–13 (5)
- credit roll 12–13 (5*a*)
- credit status, exchange officer advised 12–13 (5*b*)
- deposits 12–12 (3)
- designation of exchanges 12–2 (3)
- destruction of records 12–14 (18)

Exchange regulations—Continued. Article
- discontinuance of exchange 12-18
- discounts 12-11 (1)
- discount account 12-14 (7*h*)
- distribution of profits 12-16
- double-entry bookkeeping 12-14 (4)
- employees. (*See* Attendants.)
- entertainments 12-2 (4)
- establishment of exchanges 12-2 (1)
- excessive credit, responsibility 12-13 (5*d*)
- exchange account 12-14 (7*f*)
- exchange board, headquarters 12-19 (1)
- exchange council 12-7
  - audit of accounts 12-7 (4)
  - balance sheets verified 12-7 (7)
  - committees 12-7 (5)
  - disapproval of proceedings by commanding officer 12-7 (10)
  - inventories taken 12-7 (4)
  - loss of collectible credits 12-7 (6)
  - meetings 12-7 (3, 4)
  - minority reports 12-7 (9)
  - naval officers not to be appointed on 12-7 (1)
  - personnel 12-7 (1)
  - proceedings 12-7 (8, 10)
  - recommendations 12-7 (2)
  - responsibility 12-7 (11)
- exchange council book 12-7 (8)
- exchange officer—
  - acting 12-5 (5)
  - appointed by commanding officer 12-5 (1)
  - assistants appointed by commanding officer 12-5 (1)
  - custodian of records, funds and property 12-5 (3)
  - extension of excessive credit 12-13 (5*d*)
  - inspection of supplies 12-9 (2)
  - inventory upon relief of 12-6 (8)
  - notified of change in credit status of men 12-13 (5*b*)
  - relieved 12-5 (6)
  - supervises subordinates 12-5 (2)
  - takes inventory 12-5 (4)
  - temporary absence 12-5 (5), 12-12 (11)
- exchange steward—
  - bonding of 12-6 (3)
  - cash turned in daily 12-12 (9)
  - daily reports 12-14 (12)
  - qualifications 12-6 (4)
  - relief of 12-6 (8)
  - responsibility 12-6 (7)
- exchange steward's account 12-14 (13)
- exchanges established for enlisted men 12-1 (2)
- expense account 12-14 (7*g*)
- features authorized 12-2 (4)
- files required 12-14 (11)
- final disposition of business 12-18
- forage and fixtures, sale by Quartermaster's Department 12-9 (5)
- forms 12-21
- fuel, furnished by Quartermaster's Department 12-3 (4)
- funds—
  - deposited in Government depository or national bank 12-12 (3)
  - removal of 12-12 (2)
- furniture, sale by Quartermaster's Department 12-9 (5)
- gambling 12-11 (6)
- Government checks 12-12 (4)
- headquarters exchange board 12-19 (1)
- headquarters exchange officer 12-19 (2)
- ice, sale by Quartermaster's Department 12-9 (5)
- illumination 12-3 (4)
- indebtedness outstanding one month 12-15 (25)
- inspection of supplies 12-9 (2)
- interest and discount account 12-14 (7*h*)
- inventory and audit 12-15
- inventory upon relief of steward 12-6 (8)
- inventories by exchange council 12-15 (1, 2)
- inventories, permanent flat file for 12-14 (11)
- invoices 12-14 (9)
  - permanent flat files 12-14 (11)
- ledger 12-14 (7)
- liabilities to be paid promptly 12-11 (1)
- library 12-2 (4)
- loss of collectible credits 12-7 (6)

Exchange regulations—Continued. Article
- loss and gain account 12–14 (7*i*)
- management 12–11
- Marine Corps fund 12–19 (3)
- merchandise—
  - inspection, exchange officer 12–9 (2)
  - purchase in exceptional quantities 12–9 (4)
- merchandise account 12–14 (7*j*)
- mess sergeants, extra compensation for 12–6 (6)
- notice, change of credit status 12–13 (5*b*)
- notice of credit extended 12–13 (5*c*)
- notes 12–15 (20)
- obligations, when paid 12–11 (1)
- orders for supplies, now made 12–9 (1)
- payments made by check 12–12 (6)
- penalty envelopes, use of 12–11 (7)
- pencils, use of, in auditing 12–15 (5)
- personal accounts 12–14 (8)
- petty ledger 12–14 (8)
- price lists 12–11 (2)
- prisoners, services furnished gratis 12–13 (3)
- private checks 12–12 (5)
- prizes authorized 12–2 (4)
- profits, disposition of 12–16
  - amount to be distributed 12–16 (1)
  - deviation from regular methods of distribution 12–16 (5)
  - how distributed 12–16 (2, 3)
  - payments to individuals 12–16 (4)
- property account 12–14 (7*k*)
- purpose of exchange 12–1
- Quartermaster's Department—
  - authorized to sell clothing, etc 12–9 (5)
  - furnishes light, heat, and fuel 12–3 (4)
  - material furnished 12–3 (2)
- quarters for exchange 12–3 (1, 2)
  - repairs to 12–3 (3)
- raffling 12–11 (6)
- rations 12–9 (5)
- records, destruction of 12–14 (18)
- records, not to be removed 12–14 (3)
- recreation rooms. (*See* Amusements.)
- Regulations, copy of, hung in exchange room 12–11 (4)
- repairs to exchange building 12–3 (3)
- reports 12–17
  - of exchange council 12–7 (8), 12–17 (2)
- responsibility—
  - commanding officer 12–4 (2, 3)
  - exchange officer 12–5
  - exchange steward 12–6 (7)
- restaurant authorized 12–2 (4)
- rules of order 12–11 (5)
- salaries of attendants 12–6 (6)
- sales slips 12–13 (5*g*, *h*, *i*)
- services, authorized 12–2 (4) 12–10
- shoemaker account 12–14 (7*m*)
- shoemaker compensation 12–10 (2)
  - services 12–10 (1)
    - when no charge for 12–13 (3)
- steward. (*See* Exchange steward.)
- steward's account 12–14 (13)
- steward's daily reports 12–14 (12)
- stock book 12–14 (16)
- store authorized 12–2 (4)
- storeroom 12–9 (6)
- storeroom account 12–9 (7)
- storeroom keeper 12–9 (7)
- supplies, quantities to be purchased 12–9 (3, 4)
- surveys 12–14 (7*q*)
- tailor account 12–14 (7*n*)
- tailor, compensation 12–10 (2)
- tailor, services authorized 12–10 (1)
- tailor, services—
  - when no charge 12–13 (3)
- telephonic orders 12–9 (1)
- transfers, expeditionary service 12–16 (3)
- vouchers 12–14 (10)
  - permanent flat files for 12–14 (11)
- writing rooms 12–2 (4)

Expeditionary forces 5–41

Article

- **Expeditionary forces** at San Diego, Calif. 1–52
  - correspondence 1–52 (3)
  - extent of command 1–52 (2)
- **Expeditionary service** 5–41 to 5–43, 22–71 to 22–81
  - accountability 22–71 to 22–76
  - allowance of equipage for 5–42 (12), 22–77
  - blank forms for disbursing quartermasters 23–176
  - books, allowance of 5–42 (3)
  - clothing records 22–75
  - disposition of property upon return 22–78
  - equipment for—
    - enlisted men 5–42 (5)
    - officers 5–42 (1)
  - hospital corpsmen, Navy, equipment for 22–79 to 22–81
  - marines, serving with Army 22–77
  - mess furniture in the field 14–11
  - officer of the Quartermaster Department, when attached 5–43
  - public property 22–71 to 22–81
  - receipts, memorandum, company commander to give 22–72
  - record of events 10–21
  - regimental quartermaster 22–72
  - returns—
    - method of rendering 22–73
    - quartermaster advised of method 22–71 (2)
  - transfers to United States from 5–42 (7), 22–76
  - unit of responsibility 22–71 (1)
- **Expenses:**
  - burial 18–71 to 18–73
  - deserters 18–81, 18–82
- **Ex-service men,** assistance to 1–60
- **Extension of enlistment** 2–23

F

- **Farms, post,** cultivation of 11–8
- **Field and expeditionary service** (*see also* Expeditionary service) 5–41 to 5–43
- **Field hospitals,** rations of officers and men at 14–9
- **Field safes** 17–19
- **File system,** Paymaster's Department 9–61
- **Final settlement:**
  - On discharge, signed by immediate commanding officer 3–23 (5)
  - Pay and clothing accounts 3–22 (2)
  - Preparation of 3–22 (1)
- **Final settlements** (*see* Pay, enlisted men) 25–38, 25–39
- **Finger-print record,** preparation of 2–58
- **Firearms,** accidental discharge of, punishment for 7–1 (7)
- **First sergeants:**
  - selection of 6–23 (8)
  - warrants of 6–22 (8)
- **Fitness reports,** officers 10–23, 10–24
- **Flags:**
  - authorized 1–56
  - disposition of unserviceable 17–120
  - issue in case of death 3–3
- **Fleet Marine Corps Reserve.** (*See* Marine Corps Reserve.)
- **Forage:**
  - allowance in temporary absence 20–9 (5)
  - grazing 20–6 (4)
  - horses of mounted officers 20–9 (1–4), 20–11
  - inspection of 20–10
  - issue of 20–8, 20–9
  - not to be sold when issued 20–9 (3)
  - officer serving as military or naval attachè 20–9 (2)
  - purchase by officers 20–9 (4)
  - ration 20–6
    - salt and vinegar 20–7
  - requisition—
    - officers' mounts 20–9
    - public animals 20–8
  - retired officers' mounts 20–9 (4)
- **Forage and shelter,** officers' horses near station 20–14
- **Foreign expeditionary duty,** enlisted men 5–42 (5–11)
- **Forms of agreement,** supplies, and services 18–39
- **Fourragere,** French 8–12 (1, 2)
- **Fourrageres.** gratuitous issues 8–3
- **Fuel:**
  - accounting for 19–23 to 19–25
  - allowances 19–16
  - electric current for cooking and heating water 19–34, 19–35

Fuel—Continued. Article
- for cooking and heating water 19-17
  - in Tropics 19-22
- inventory of 19-20
- quarters occupied by naval personnel 19-25
- record of receipt and issue 19-15
- requisitions for 19-19
- sale of 19-18

Fuel and heating plants (*see also* Heating plants) 19-11 to 19-25

Funds (*see also* Cash, Checks, Checkages, Collections, Comptroller General, Currency, Payments, Public money, Refunds, Returns, Vouchers):
- accounts and records 11-7
- amusement 11-2
- audits and inventories 11-6, 11-9
- authorized for posts and organizations 11-1
- cash 11-4
- custodian of 11-3
- detachment mess, of 11-10
- disposal of, on disbanding 11-9
- property purchased from amusement fund 11-5 (1)
  - issue of, receipt necessary 11-5 (2)
  - survey of 11-5 (3)
- public (*see* Public money) 23-1 to 23-224

Funeral expenses (*see* Deceased persons) 18-71 to 18-73

Furlough:
- pay while on 25-45
- upon reenlistment 2-50

Furniture:
- inventory and survey 21-46, 21-47
- marking of 21-42
- memorandum receipt for 21-44
- responsibility for damage to 21-45
- returns 21-41, 22-1 (25 to 28)

Furniture and quarters 21-41 to 21-47

G

Gardens, post 11-8

General Accounting Office (*see also* Comptroller General of United States) 23-89, 23-90, 23-112

General average, officers' baggage 16-5

General court-martial:
- entries in service-record book for use before 7-6
- policy of trial by 7-1 (8)
- preparation of charges and specifications 7-1 (6)
- report of offenses which require trial by 7-1 (5)
- trial by, when not to be resorted to 7-1 (8)
- trial of officer by 7-1 (9)

General orders, distribution of 1-2

Good-conduct medals (*see also* Insignia):
- award of 8-9 (5)
- delivery of 8-9 (6)
- eligibility for 8-9 (1 to 3)
- recommendation for 8-9 (4)
- revocation of 8-9 (7)

Government property, deserters, inventory of 7-7

Graduation from Marine Corps schools:
- to be entered in Navy Register 10-22 (2)
- to be entered on officer's record 10-22 (1)

Gratuitous issue:
- badges, decorations, medals, and ribbons 8-2
- clothing, on bad-conduct discharge 3-29
- fourrageres, insignia, and ribbons 8-3

Gratuity, honorable discharge. (*See* Enlistment allowance.)

Guaranties 18-17, 18-29

Guarantors:
- acceptance of, as sureties 18-52
- corporate 18-55 to 18-57
- noncorporate 18-50, 18-51

Guard duty, drills, and ceremonies 5-4

Guard duty not to be imposed as punishment 7-1 (3)

Guard mount, Landing Force Manual governs in 5-2

Guidons authorized 1-56

Gunnery sergeants:
- detail and duties of 6-23 (13)
- warrants of 6-22 (9)

H

Article

- **Hair cuts,** enlisted men 1–26
- **Headquarters muster roll,** officers joining Naval Hospital, Washington, D. C., carried on 10–12 (2)
- **Heating plants:**
  - cleaning boilers 19–12
  - draining of heating plants 19–14
  - firing and care of boilers 19–21
  - inspections 19–11, 19–13
  - responsibility for care 19–11
- **Honorable discharge buttons** 8–15
  - gratuitous issue 8–15 (1, 2, 5)
  - purchase authorized 8–15 (3, 7)
  - requisition for 8–15 (6)
  - wearing of 8–15 (4)
- **Honorable discharge gratuity.** (*See* Enlistment allowance.)
- **Horse equipment** 20–15
  - Shoes, nails, etc 20–16
- **Horses** 20–1 to 20–16
- **Horses of mounted officers.** (*See* Forage and Mounted officers.)
- **Hospital Corps men, Navy,** equipment for 22–79 to 22–81
- **Hospital fund:**
  - checkages for 28–122 (3, 4)
  - law authorizing deduction for 28–122 (1)
  - six months' gratuity not subject to deduction for 28–122 (2)
- **Hospital, Naval,** officers ordered to 10–12 (1)
  - Transfers from ship to 4–7
- **Hospital subsistence:**
  - checkage—
    - made by paymasters 28–123 (4)
    - not made against accounts of enlisted men on active duty at posts and barracks 28–123 (5)
    - not made when meals are not taken at hospital 28–123 (11)
    - one hospital ration per day—
      - officers 28–123 (3)
      - retired men 28–123 (6)
  - enlisted men on detached duty 28–123 (12)
  - in Army hospital 28–123 (8, 9)
  - in St. Elizabeths Hospital 28–123 (10)
  - rations while in Navy hospital 28–123 (1, 2)
  - ration notices—
    - reports of admission and discharge 28–123 (7)
    - filed with first and last vouchers on which checkage is made 28–123 (7)
- **Hospital, Veterans' Bureau,** officers patients in 10–12 (3)
- **Hospitalization of ex-service men** 1–60

I

- **Ice,** requisition for 14–93, 18–8
- **Identification cards,** Marine Corps Reserve 13–23
- **Identification tags** 1–58
- **Illness or injury of enlisted men** 1–22
- **Idebtedness,** retention in service to work off 3–28
- **Infantry drills,** same as for Army 5–2
- **Infantry,** foundation of training for officers 5–1 (1)
- **Insignia** (*see also* Medals):
  - award of for qualification in target practice 5–22
  - disposition of on bad-conduct discharge, etc 3–29 (3)
  - distinguished marksmen 8–16 (2 to 4)
  - gratuitous issue of 8–2 to 8–4
  - issued to naval personnel 8–4
  - wearing of during punishment 8–5
  - when withheld 8–6
- **Inspection:**
  - arms and equipment 5–4 (2*b*), 17–69
  - barracks and quarters, when vacated 21–1
  - Landing Force Manual governs 5–2
  - naval vessels in custody of Marine Corps 1–63 (2)
  - officer of the day 5–3, 5–4
  - public property 17–11, 17–17, 17–18
  - quarters, by post quartermaster 21–43
  - troops 5–4 (2*b*)
- **Insurance, life** (*see* Life insurance) 1–61, 28–131 to 28–147
  - enlisted men, entitled to apply for 1–61
  - exservice men 1–60
  - officers, when entitled to apply for 1–61
- **Interlineations, proposals** 18–28
- **Inventories,** effects of deserters and stragglers 7–7, 7–8
- **Inventory of public property** 17–12 (2), 17–33, 17–34

Invoices and receipts: Article
  articles invoiced under wrong names 22–27
  briefing with date of receipt of property 22–8 (2)
  for property in hands of men who have not joined post 22–8 (1)
  furnishing of 22–64
  preparation of 22–7, 22–64
  transfers to other branches 22–64
Issues:
  clothing on bad-conduct discharge 3–29
  clothing bags 17–61
  equipment to recruits and others 17–62, 17–63
  procedure to be followed 17–65
  provisions 14–51 to 14–56

J

Joinings, entry of on muster roll 10–13 (1)
Judge Advocate General, Navy, duty in office of 5–5 (13)

K

Kitchen tourists cars 16–171 to 16–176
Kitchen utensils 14–10

L

Lauchheimer trophy match 5–31
Laundries 19–51 to 19–58
  claims for lost articles 19–54
  laundry slips 19–53
  management 19–51
  price list 19–56
  record of operation 19–57
  regulations for operation 19–52
  settlement for services to other departments 19–58
  work for officers' families 19–55
Leave:
  absence without or over—
    description of 7–19 (1)
    entry on muster roll 10–13 (9)
  address, while on, to be reported 10–27
  or delay en route, officers 10–27 (2)
Leave and leave pay 24–21 to 24–23
  absent without leave, pay forfeited 24–21 (1)
  allowance of leave 24–22 (1)
  allowances of officers on leave 24–23 (1)
  Army leave law applicable 24–22 (4)
  pay clerk entitled to 24–22 (2)
  retired officer for period of active service 24–22 (6)
  retired officers on active duty not entitled to cumulative leave 24–22 (5)
  warrant officers entitled to 24–22 (3)
Liabilities against organization funds, settlement of 11–4 (3)
Life insurance 1–61, 28–131 to 28–147
  absence without leave 28–140 (4)
  allotment stop notice 28–135 (7)
  applications 28–135 (1 to 3)
  beneficiaries 28–133
    change of 28–134
  calculation of age 28–135 (5), 28–145
  cancellation 28–138
  checkage of premium allotment takes precedence 28–140 (3)
  conversion of term insurance 28–132, 28–146
  general 28–131
  payment of premiums—
    after discharge 28–141
    on converted insurance 28–146 (9)
    when man is not in pay status 28–140 (5)
  premium-paying allotment 28–135 (6), 28–146 (14)
  reduction 28–137, 139
  reinstatement 28–143, 28–144, 28–147
  stoppage of premium-paying allotment 28–135 (8), 28–140 (1, 2), 28–146 (15)
  table of rates 28–135 (4)
  term insurance allotment for 28–136, 137
  upon reenlistment 28–142
Lighting (*see also* Electric current and illuminating supplies) 19–31 to 19–45

Article

Longevity pay, officers 24–24 to 24–30
  aids 24–29
  commissioned officers 24–24
  computation 24–30
  from date of acceptance of appointment 24–28
  pay clerks 24–26
  to be claimed on vouchers 24–27
  warrant officers 24–25
Lye, issue of for quarters 21–7

M

Mail (*see also* Correspondence):
  personal, forwarding of 9–6
  registered 9–5, 23–125
    receipt books to be kept 9–5 (2)
Mail clerks, Navy 25–60 to 25–62
Marine Band, pay of 25–14
Marine Corps, birthday of 1–56
Marine Corps colors 1–57
Marine Corps expeditionary forces (*see also* Expeditionary service):
  baggage, officers' 5–42 (4)
  designation 5–41 (1 to 3)
  equipment and uniform, enlisted men 5–42 (5 to 12)
  field equipment, officers 5–42 (1, 2)
  instruction 5–41 (5)
  permanent bases, Quantico and San Diego 5–41 (4)
  San Diego, Calif 1–52
Marine Corps Institute:
  correspondence 5–6 (2)
  diploma or certificate 5–6 (3)
  enrollment 5–6 (1)
  transfers of students 5–6 (4)
Marine Corps orders, distribution of 1–2
Marine Corps pistol competitions 5–30
Marine Corps Reserve chap. 13
  administration 13–50 to 13–60
    by major general commandant 13–50 (1)
  appointment of officers 13–25, 13–37
    eligibility and examination 13–25 (1*a*–*e*)
    evidence as to character 13–25 (3)
    moral and physical examination 13–25 (2)
    volunteer reserve 13–25 (5)
    warrant officers 13–25 (4)
  appointment to Naval Academy 6–21, 13–20
    requirements for 13–21
  assignments 13–53
    advance payment, when withheld 13–53 (5)
    aviation duty 13–53 (2)
    eligibility and procedure 13–53 (1)
    benefits, men to be informed of 13–53 (4)
    information to be furnished paymaster 13–53 (6, 7)
    obligation to serve in Fleet Reserve no bar to extension of enlistment 13–53 (3)
  aviation duty, detail for 13–26 (7), 13–53 (2)
  classes—
    classification 13–10 (1)
    Fleet Marine Corps Reserve 13–10 (2)
    Volunteer Marine Corps Reserve 13–10 (3)
  clothing, equipment, subsistence, etc 13–80
    blankets and overcoats 13–80 (9)
    books 13–80 (2)
    clothing account 13–80 (12)
    clothing allowance in time of peace 13–80 (3, 4)
    clothing allowance in time of war 13–80 (14)
    equipment 13–80 (15)
    general provisions 13–80 (1)
    issues of clothing in excess of allowance 13–80 (8)
    issues to reenlisted reservists 13–80 (11)
    manner of issuing 13–80 (5)
    militia organizations 13–80 (21, 22)
    organized units of Marine Corps Reserve 13–80 (23)
    records and reports 13–80 (24)
    replacement of clothing lost or damaged 13–80 (6, 7)
    settlement of clothing account for discharge 13–80 (10)
    special allowance 13–80 (13)
    subsistence 13–80 (16)
    transportation 13–80 (17 to 20)
  continuous service benefits 13–19, 13–53 (4)

Marine Corps Reserve—Continued. Article
- definitions 13-6
- discharges 13-58
  - for enlistment in regular service 13-58 (2, 3)
  - in time of peace 13-58 (1)
  - in time of war 13-58 (4)
- discipline 13-60
- eligibility—
  - for enlisted Class IV 13-27 (1)
  - for enlisted Class VI 13-27 (2)
  - for membership 13-15, 13-16
- employment in civil branches of public service 13-17
- enlisted men—
  - physical examination for 13-56 (7)
  - retirement, Class II 13-56 (10)
  - vaccination 13-56 (9)
- enlistments, reenlistments, and extensions 13-26, 13-28
  - age limits 13-26 (4, 8)
  - aviation duty, detail for 13-26 (7)
  - consent of wife 13-26 (11)
  - continuous service benefits 13-19
  - evidence as to qualifications and character 13-26 (2)
  - forwarding enlistment contracts, etc 13-28 (1)
  - information to be furnished applicants 13-26 (6)
  - men discharged for dependency 13-26 (10)
  - muster and pay cards 13-28 (2)
  - physical requirements 13-26 (3)
  - reappointment upon reenlistment 13-26 (9)
  - requests for waivers 13-26 (5)
  - term of enlistment and extensions 13-26 (1)
- equipment 13-80 (15)
- establishment, composition, and mission 13-1 to 13-3
- examining boards 13-42
- general provisions 13-50
  - reserve area commanders 13-50 (3, 4)
  - territorial organization 13-50 (2)
- health records 13-51 (5)
- identification cards 13-23
- leave when in employ of Government 13-18
- membership in other naval or military units 13-16
- muster rolls 13-51 (3)
- Naval Academy, appointment to 6-21, 13-20, 13-21
- Naval Militia, Marine Corps companies of 13-22
  - arms and equipment for 13-80 (21, 22)
- officers—
  - all to be line officers 13-36
  - examining boards 13-42
  - fitness reports of 13-51 (2)
  - Fleet Reserve, eligibility for appointment in 13-25
  - rank and precedence of 13-38
  - Volunteer Reserve 13-56
  - warrant, appointment of 13-25 (4)
- organized units 13-59
  - inspection 13-59 (2)
  - organization 13-59 (1)
- pay and allowances 13-70
  - aviation duty 13-70 (9)
  - Fleet Marine Corps Reserve 13-70 (1)
  - on active duty or duty for training 13-70 (2 to 5)
  - payment of men assigned to Class III 13-70 (13 to 15)
  - payments 13-70 (10 to 12)
  - retired pay 13-70 (19)
  - reenlistment in regular Marine Corps 13-19, 13-53 (5 to 7)
  - transfers, paymaster to be notified of 13-70 (16)
  - transportation and subsistence 13-80 (15, 16)
  - uniform gratuity for officers 13-70 (6 to 8)
  - Volunteer Marine Corps Reserve 13-70 (1)
- physical disability and medical treatment 13-57
  - claim for compensation 13-57 (6)
  - hospital and medical treatment for men in Class II 13-57 (7)
  - injured personnel to receive medical treatment 13-57 (2)
  - injuries to personnel, report of 13-57 (3)
  - injuries, minor, to be recorded 13-57 (4)
  - injury, report of, on special form 13-57 (5)
- physical examinations and retirement 13-56
  - enlisted men 13-56 (7, 8)
  - officers 13-56 (1 to 6)
  - retirement, Class II 13-56 (10)
  - vaccination 13-56 (9)

Marine Corps Reserve—Continued. Article
- promotion and reduction .... 13-35 to 13-42
  - appointment of officers 13-25, 13-37
  - examining boards 13-42
  - promotion of enlisted men 13-43
  - promotion of officers 13-41
- rank and grades authorized 13-35
- rank and precedence 13-38
- rank on transfer from old to new reserve 13-39
- rank on transfer or assignment to reserve 13-40
- records and reports 13-51
  - change of address 13-51 (7)
  - deaths 13-51 (10)
  - fitness reports of officers 13-51 (2)
  - health records 13-51 (5)
  - injury 13-57 (5)
  - leaving United States 13-51 (9)
  - monthly report of strength and distribution 13-51 (6)
  - muster rolls 13-51 (3)
  - officers' records 13-51 (1)
  - Quartermaster's Department, of 13-80 (24)
  - report of disability 13-51 (8)
  - service-record books 13-51 (4)
- reservists in Government employ entitled to leave for training 13-18
- retirement 13-56 (1, 10)
- subsistence 13-80 (16)
- training 13-65
  - additional training authorized 13-65 (4)
  - applications for or to be excused from 13-65 (8)
  - drill, definition of 13-65 (12)
  - Fleet Reserve, Classes I and IV 13-65 (1)
    - Classes II and III 13-65 (2, 3)
  - indorsement of orders 13-65 (10)
  - orders to training duty 13-65 (9)
  - organized units 13-65 (5)
  - training, how effected 13-65 (7)
  - training duty defined 13-65 (11)
  - Volunteer Marine Corps Reserve 13-65 (6)
- transfers from old to new reserve 13-52
- transfers from one class to another 13-55
- transfers to reserve, Class II (*b*, *d*, and *e*) 13-54
  - exceptions to requirement as to citizenship 13-54 (3)
- transportation .... 13-80 (17 to 20)
- uniform 13-75
  - exceptions 13-75 (3)
  - officers ordered to active duty for training 13-75 (2)
  - wearing of 13-75 (4)
- Volunteer Reserve, composition of 13-10 (3)

Marine Corps Schools:
- basic course 5-5 (4)
- company officers' course 5-5 (5)
- courses 5-5 (3)
- field officers' course 5-5 (6)
- for enlisted men 5-5 (16)
- graduation from, to be entered on record 10-22 (1)
- principal agency for military schooling of officers 5-5 (2)

Marine examining board 6-4

Marine gunner, appointment as 2-21, 2-22

Marksmanship .... 5-11 to 5-31
- ammunition, oldest to be used in preliminary practice 5-14
- Army Training Regulations adopted 5-11 (1)
- badges for 8-16
- competitions, rifle and pistol 5-24
  - ammunition 5-24 (9)
  - arms 5-24 (8)
  - assignment to relays and targets 5-24 (15)
  - distinguished rifle and pistol shots 5-24 (5)
  - division pistol competitions 5-29
  - division rifle competitions 5-25
  - eligibility 5-24 (2)
  - Elliott trophy match 5-27
  - kind 5-24 (1)
  - Lauchheimer trophy match 5-31
  - Marine Corps pistol competition 5-30
  - Marine Corps rifle competition 5-26
  - medals, presentation of 5-24 (13)
  - method of procedure 5-24 (14)
  - officers in charge 5-24 (6)

Marksmanship—Continued. Article

- competitions, preliminary practice 5–24 (7)
  - rapid-fire 5–24 (11)
  - reports 5–24 (12)
  - San Diego trophy match 5–28
  - time 5–24 (16)
  - transfer of enlisted competitors 5–24 (3), 5–26 (2)
  - transfer of officers 5–24 (4), 5–26 (2)
  - uniform 5–24 (10)
- courses adopted 5–11
- discharge certificates, entries of on 5–19 (3)
- extra compensation not paid for pistol qualification 5–11 (2)
- insignia, award of 5–22
- instruction before arming with pistol 5–13
- instruction, detail of officers for 5–12
- Marine Band 5–11
- officers required to fire 5–17
- partial firing 5–19 (2)
- practice season 5–15
- preliminary instruction 5–12
- prizes 5–23
- qualification in, officers, duration of 5–18
- record course for qualification, fired only once a year 5–16 (1)
- record practice, officers to be present 5–21 (2)
- reports of—
  - entered in service-record book 5–19
  - to major general commandant 5–19
- rifle, each man to use his own 5–16 (2)
- service-record books, entries in 5–19 (1, 3), 5–23
- small-arms firing, Navy 5–20
- supervision of 5–21 (1)
- transfer of detachments to ranges 5–16 (1)
- transportation of officers and men 5–16 (3)

Marksmanship qualification orders, distribution of 1–2

Marksmanship qualification badges 8–16

Married men, enlistment of 1–37, 2–51

Medal of honor, etc. (*see also* Pay, additional) 8–1, 8–7, 25–90

Medals (*see also* Insignia):

- brevet 8–8
- French fourragere 8–12
- good-conduct—
  - award 8–9 (5)
  - delivery 8–9 (6)
  - eligibility 8–9 (1 to 3)
  - recommendation for 8–9 (4)
  - revocation 8–9 (7)
- gratuitous issue of 8–2, 8–4
- presentation 5–24 (13), 8–1
- service 8–4, 8–10
  - China 8–10 (4)
  - Civil War 8–10 (1)
  - Cuban pacification 8–10 (5)
  - Dominican Republic 8–10 (10)
  - Haitian 8–10 (8, 9)
  - Mexican 8–10 (7)
  - Nicaraguan 8–10 (6)
  - Philippine 8–10 (3)
  - Spanish 8–10 (2)
  - Victory, World War 8–10 (11)
  - wearing of, on bad-conduct discharge 3–29
  - wearing of, during punishment 8–5
  - withheld when entire service has not been honorable 8–6

Medals and badges, disposition of, on discharge other than honorable 3–29

Medical survey, discharge upon 3–14

Medical treatment, ex-service men 1–60

Mess, Army transport 4–11 (2)

Mess, cashbook to be kept by noncommissioned officer 11–10

- on commutation basis 11–10

Mess, organization of by detachment 11–10

Mess room for officers 21–4

Messmen. (*See* Cooks and messmen.)

Mess-stewards:

- additional compensation 1–29
- detailed from grade of sergeant or below 1–29
  - on first day of month 1–33
- must not also be commissary sergeants 1–29

Article

- **Mileage** (*see also* Transportation) ... 26–10 to 26–29
  - accompanied by medical officer and guards ... 26–29 (13)
  - accompanying detachment of recruits while on leave of absence ... 26–29 (32)
  - added duties at another place ... 26–29 (3)
  - after leave, at completion of temporary duty, upon orders to return to permanent station ... 26–29 (36)
  - air travel ... 26–26
  - allowed by route ordered to travel ... 26–29 (5)
  - Army Reserve Corps ... 26–29 (23)
  - attending funeral ... 26–18
  - automobile ... 26–25
  - carriage hire and baggage transportation ... 26–29 (12)
  - change of station of regiment while on leave ... 26–29 (41)
  - change of station while on temporary duty or in hospital ... 26–29 (38)
  - Comptroller's decisions ... 26–29 (1 to 48)
  - computation of ... 26–14
  - detached and granted sick leave, ordered to new station ... 26–29 (40)
  - detached from station and ordered to new station while on leave ... 26–29 (42 to 44)
  - distances, official ... 26–36
    - distance tables ... 26–19, 26–36 (2)
  - extended travel ... 26–24
  - from place of receipt of order to new station ... 26–29 (35)
  - indorsement on orders ... 26–23
  - interrupted travel ... 26–29 (10, 11)
  - joining from first appointment ... 26–28
  - land-grant deductions ... 26–15
  - law authorizing ... 26–10
  - leave before new assignment ... 26–29 (29 to 31)
  - leave of absence at own risk ... 26–29 (48)
  - loss of orders ... 26–27
  - Naval Reserve Force ... 26–29 (24 to 27)
    - erroneous disenrollment at place other than enrolled ... 26–29 (26)
    - orders to active duty ... 26–29 (24)
    - orders to be placed on inactive status ... 26–29 (25)
    - relief from active duty ... 26–29 (27)
  - on leave—
    - ordered to rejoin station ... 26–29 (34)
    - ordered to temporary duty ... 26–29 (37)
      - en route to permanent station ... 26–29 (39)
  - on sick leave, ordered to station for physical examination ... 26–29 (45)
  - orders for change of station and repeated travel ... 26–29 (8)
  - orders for travel must be carried out ... 26–29 (47)
  - payable from appropriation for fiscal year in which major portion of travel is made ... 26–29 (1)
  - Pullman accommodations ... 26–13
  - repeated travel, more than one round trip ... 26–29 (9)
  - resignation ... 26–29 (4)
    - accepted to take effect at future date ... 26–29 (2)
  - retired officers ... 26–16, 26–29 (14 to 22)
    - at expiration of leave ... 26–29 (18)
    - failure to perform journey within one year ... 26–29 (16)
    - for disability ... 26–29 (22)
    - on leave in time of war ... 26–29 (14)
    - order for travel usually given at time of retirement ... 26–29 (17)
    - orders to proceed home for retirement while on leave ... 26–29 (33)
    - orders to proceed home to await retirement ... 26–29 (15)
    - travel to home ... 26–29 (20)
    - travel to place designated as present residence ... 26–29 (19)
    - witness before court-martial ... 26–29 (21)
  - routes, official ... 26–37
  - temporary duty at place where on leave ... 26–29 (28)
  - to point across boundary ... 26–29 (7)
  - transportation billed to Paymaster's Department ... 26–12
  - transportation requests ... 26–11
  - traveling with troops ... 26–21
  - unexpired leave revoked, and ordered to change station ... 26–29 (46)
  - vouchers for ... 26–22
  - warrant officers ... 26–17
  - when authorized ... 26–20
  - when ordered to a port ... 26–29 (6)
- **Military schools** ... 5–5 to 5–17
  - Army and Navy, instruction of enlisted men in ... 5–5 (17)
  - Army Artillery schools ... 5–5 (10)
  - Army War College ... 5–5 (8)
  - Chemical Warfare School ... 5–5 (11)
  - command and General Staff School ... 5–5 (8)
  - General service schools ... 5–5 (8)
  - Infantry School, Camp Benning, Ga ... 5–5 (7)

Military schools—Continued. Article
- Marine Corps schools 5–5 (2)
  - Basic course 5–5 (4)
  - company officers' course 5–5 (5)
  - courses 5–5 (3)
  - field officers' course 5–5 (6)
  - for enlisted personnel 5–5 (15, 16)
- Naval Aviation School 5–5 (12)
- Naval War College 5–5 (9)
- Office of the Judge Advocate General, Navy 5–5 (13)
- Other military schools 5–5 (12)
- policy 5–5 (1)
  - object 5–5 (14)
- Signal Corps School, Army 5–5 (11)

Minors:
- discharge of, for underage 3–13
- parents or guardian to be notified when transportation not furnished 3–13 (3)

Mission of the Marine Corps 5–4

Moneys received from sales 22–51, 22–52

Motor vehicles 20–21 to 20–41
- accidents 20–37
- batteries 20–34
- brakes 20–35
- chassis and body 20–22
- classification 20–21
  - of spare parts 20–39
- disposition of unserviceable 20–38
- Inspection and upkeep 20–31
- Instruction of operators 20–26
- instructions issued by major general commandant and quartermaster 20–41
- lights 20–36
- loading 20–28
- lubricating 20–33
- on detached service 20–32
- operation 20–29
- permits 20–25
- records and reports 20–23, 20–24
  - daily 20–24 (2)
  - mechanical inspection report 20–24 (6)
  - memoranda folder 20–24 (4)
  - monthly report 20–24 (5)
  - numbers, cost, and date of purchase 20–23
  - repairs and replacements 20–24 (3)
- requisitions (spare parts) 20–40
- responsibility of operators 20–27
- speed limit 20–30

Mounted officers:
- company 20–13
- equipment 20–12
- forage for mounts 20–9

Mounted pay 24–31 to 24–38
- captain on duty in Judge Advocate General's Office not entitled to 24–36
- computation 24–37
- duty in United States 24–32 (3)
- foreign duty 24–32 (2)
- how obtained 24–32 (1)
- officer's certificate authority for payment 24–34
- relief from duty requiring mount 24–33
- specifications of officers' mounts 24–38
- temporarily detached from station where mount is kept 24–35
- When entitled to 24–31

Mounts:
- hired 20–12
- officers' 20–9
- public 20–13

Music, provided by amusement fund 11–2 (4)

Muster rolls:
- abandonment of station 10–4
- abbreviations authorized on 1–64
- absence, own misconduct 10–13 (8)
- absence, without or over leave 10–13 (9)
- assistant adjutant and inspector, San Francisco, to have supervision of, submitted by posts on west coast, etc 10–31
- authority for organization of company, etc 10–3
- battles, expeditions, etc 10–13 (13)
- by whom rendered 10–1
- cancellation of enlistment 10–13 (22)
- change of designation of organization, to be shown on 10–15
- change of station to be shown on 10–15

Muster rolls—Continued. Article
- court-martial, trial by, shown on 10-13 (11)
- date of enlistment 10-10
- dates of trial 10-13 (11)
- death 10-13 (20)
- delay or leave en route 10-11
- desertion 10-13 (21)
- detached or transferred 10-13 (15)
- disbandment of station, organization, etc 10-4
- discharge 10-13 (19)
  - reports of 10-20
- dismissal 10-13 (18)
- ditto marks, etc., use of 10-13 (23)
- duties performed by officers 10-13 (3)
- expeditions, battles, etc 10-13 (13)
- entries, absences to agree with court-martial memoranda 7-19 (3)
- form of 10-5
- forwarding 10-17
- furloughs to United States 10-13 (6)
- general court-martial prisoners transferred 10-13 (15)
- how written 10-5
- inclusive dates, officers and men on leave, furlough, etc 10-13 (5)
- individuals and organizations that should render 10-1
- joinings 10-13 (1)
- leave or delay en route, officers 10-11 (1)
  - how computed 10-11 (2)
- mail clerks 10-13 (4)
- name column, entries in 10-9
- naval hospital, Washington, officers detached to 10-12 (2)
- nonduty status 10-13 (10)
- number column 10-8
- officers—
  - entering naval hospitals from ships or stations, out of United States 10-12 (1)
  - in Veterans' Bureau hospitals 10-12 (3)
  - leave or delay en route 10-11
- organizations, change of name or station 10-15
- period covered 10-2
- promotions and reductions 10-13 (2)
- rank headings, where shown 10-7
- recapitulations 10-18
- remarks column 10-13
- reservists 10-9 (2), 10-10 (2)
- resignation 10-13 (17)
- restoration to duty 10-13 (12)
- retirement 10-13 (16)
- rosters 10-19
- sheets, how headed 10-6
- ship placed out of commission 10-4
- ships detachments, temporary duty on shore 10-13 (14)
- sickness 10-13 (7)
- signature 10-16
- specialists and special duty 10-13 (4)
- symbols, use of 10-13 (23)
- temporarily attached 10-14
- temporary duty on shore, marines attached to ships 10-13 (14)
- transfers 10-13 (15)
  - report of 10-20
- when rendered 10-1

N

Name, change or correction of 1-59
Names to be written in full 9-4
Naval Academy, appointment to 5-5 (16), 6-21, 13-20, 13-21
Naval ordnance 17-84 to 17-90
Naval property on transports, care of 1-62
Naval vessels assigned to Marine Corps 1-63
Navy accounts and accounting 28-151 to 28-156
- hospital subsistence 28-156
- how stated on pay roll 28-152
- payments made from "Pay, miscellaneous, Navy" 28-155
- subsistence allowance 28-154
- taken up by Marine Corps paymaster 25-111 (5), 28-151
- transfer pay accounts 28-153

Navy cross 25-3 (1)
Navy Department General Orders, distribution of 1-2
Navy mail clerks (*see also* Pay, additional) 25-60 to 25-62
Navy Register, graduation from Marine Corps schools to be entered in 10-22 (2)

Newspapers: Article
- advertisements in 18–14 to 18–21, 22–48 (4)
- requisitions for 18–8

Next of kin:
- flags used at funerals, delivery of, to 3–3
- form of notification to 3–2
- to be ascertained when man is injured or ill 1–22

Noncommissioned officers:
- appointment of 6–24
  - copy to be furnished headquarters 6–32
  - who authorized to make 6–25
- appointment of, as second lieutenant 2–1
- appointment of, as warrant officers 2–21, 2–22
- complements 6–24
  - not affected by transfer of applicant for commissions 6–27
  - not to be exceeded 6–24 (3)
  - vacancies in 6–24
- court-martial probationers, not eligible for promotion 6–34
- desertion of vacates position 6–29
- detail as cooks or messmen prohibited 1–30, 1–31
- no promotions when complement exceeded 6–24
- no transfers during probationary period 6–26
- promotion of (*see also* Examination) 6–23 to 6–34
- reappointment of—
  - copy of to be furnished headquarters 6–32
  - how effected 6–31 (5)
- reappointment on reenlistment 6–31
  - by enlisting officer 6–31 (1, 2)
  - recommendation for, to be indorsed on discharge certificate 6–30 (1)
  - without examination 6–23 (12)
- recommended for commissions 2–1, 6–27
- reductions—
  - copy furnished headquarters 6–32
  - how effected 6–28
- warrants—
  - classes of 6–22 (1)
  - confirmation of 6–22 (2)
  - kinds of received by 6–22 (6 to 9)
  - probationary, for six months 6–22 (2)
  - retained on transfer for discharge 6–22 (5)
  - revocation of 6–22 (4)
  - technical 6–22 (3)

O

Oaths, contracts, copy of for returns office 18–45

Officer of the day:
- duties of 5–3
  - in case of fire 5–3 (5)
- regulations governing 5–3 (1)
- sergeant of guard's report book 5–3 (6, 7)

Officers:
- absence without leave 28–2 (16)
- address, report of 10–27
- appointment as second lieutenant 2–1
- arrest of, paymaster to be notified 7–1 (9)
- arrival and departure, report of 10–28
- entering hospitals from stations out of United States 10–12
- examination for promotion (*see also* Examination) 6–1
- field equipment for 5–42 (1, 2)
- fitness reports of 10–23, 10–24
- graduation of, from Marine Corps schools 10–22
- instruction of, in military schools 5–5 (1 to 14)
- misconduct 28–4 (3)
- photographs to be furnished headquarters 1–8
- preference of duty and station 4–13
- probationary—
  - appointments, revocation of, recommendation for 10–24
  - certificate to be given upon examination 6–3 (5)
  - examination of 6–3
  - fitness reports of 10–24
- publications furnished 1–3
- resignation of 28–1
- relations with enlisted men 1–7
- serving with a command, duties of 1–1
- staff details 5–1
- target practice, responsibility for entry of, in service-record book 5–19 (4)
- warrant, appointment of 2–21, 2–22

Officer under arrest for trial by general court-martial 7–1 (9)

Officers: Article
  commanding officers, orders, etc., furnish 1-2
  staff, orders, circulars, etc., furnished 1-2
Open-market purchases, definition of 18-39 (2)
Operations and training ..... 5-1 to 5-43
Orders, official—
  commanding officers to keep file of 1-2 (2)
  distribution of 1-2 (1)
  general, to be published to command 1-2 (2)
  indorsements on affecting pay, mileage, etc., how made 9-7 (2)
Orders, verbal, how acknowledged 1-25
Organizations disbanded, disposition of funds of 11-9
Overcoats, to be taken on expeditionary service 5-42 (6)
Overpayments ..... 23-114 to 23-117
  allotments—
    requisition for stoppage of, not acknowledged 23-116
  disallowed, other than authorized advances 23-114
  reenlistment after 23-117 (2)
  responsibility for, determination of 23-115, 23-117
  upon discharge 23-117 (1)

P

Pacific, Department of 1-51
Packing and crating (*see also* Transportation) ..... 16-277 to 16-294
Papers correction of 10-33
Parlor and sleeping cars ..... 16-131 to 140
  accommodations—
    officers with troops 16-133, 134
    one night's ride 16-135
    through 16-136, 138
    to whom allowed ..... 16-134 to 140
    tourist sleeping cars 16-136, 137
  requests for—
    issue of ..... 16-39, 131 to 135
Pay, additional:
  aviation (*see also* Aviation, additional pay) ..... 29-1 to 29-15
  bars or insignia in lieu of medal of honor, etc 25-3 (1)
  cooks 25-3 (1), 28-31
  distinguished service cross or medal 25-3 (1), 25-90
  enlistment allowance ..... 25-2 (3), 26-96 to 26-103
  expert riflemen 25-3 (1), 25-85
  gun pointers 25-3 (1)
  longevity pay (*see also* Longevity pay, officers) 25-4
    actual service only counted 25-53
    discharge within three months of expiration 25-52
  fraudulent enlistment 25-51
    law authorizing 25-50
  marksmanship qualifications—
    Army Regulations in accordance with 25-70 (1)
    commissioned officer 25-76
    continued upon reenlistment within three months from discharge 25-70 (7)
    desertion 25-73
    eligibility to attain 25-70 (3), (5)
    fraudulent enlistment 25-74
    grade designations 25-71
    law and Executive orders authorizing 25-68
    maximum additional compensation 25-69
    Navy 25-82
      grades of men qualified 25-83
    noted on pay roll 25-77
    original record 25-79
    period of 25-70 (4)
    published in Marksmanship Qualifications Orders 25-78
    reenlistment from Army 25-80
    regulations prescribing (Army Training Regulations) 25-70 (6)
    rifle, principal arm for Marine Corps 25-70 (2)
    total compensation 25-84
    undesirable discharge 25-75
    when effective 25-81
  marksmen 25-3 (1), 25-72
  medal of honor, etc 25-3 (1), 25-90
  messmen 1-30, 25-3 (1), 28-31
  musicians, specialists 1-35 (5)
  Navy cross 25-3 (1), 25-90

Pay, additional—Continued. Article
- Navy mail clerks .... 25–60 to 25–62
  - allowance of 25–61
  - compensation 25–62
- one-fourth, detained beyond enlistment 25–8 (2), 25–13
  - Army transport 25–13 (8)
  - authorized for entire period of detention 25–13 (13)
  - computed upon basis of total pay 25–13 (5)
  - detained at own request 25–13 (4)
  - discharged on receiving ship 25–13 (9)
  - due to error in service record, not authorized 25–13 (15)
  - law authorizing .... 25–13 (1 to 8)
  - men sent home for discharge not entitled to 25–13 (9)
  - not transient addition 25–13 (14)
  - ships—
    - in foreign waters, detained from disability 25–13 (7)
    - in foreign waters, sent home as soon as practicable 25–13 (10)
    - interned in foreign port 25–13 (12)
    - remaining on board until return to United States 25–13 (6)
    - under treatment in naval hospital 25–13 (11)
- quarters and subsistence allowance 14–96, 25–2 (2)
- sharpshooters 25–3 (1)
- signalmen, abolished .... 1–34(6)
- specialists .... 25–2(1)

Pay, enlisted men (*see also* Pay, additional) .... chap. 25
- absence due to sickness, etc 25–12
- bands—
  - Marine Band 25–14
  - post and regimental bands 25–15
- captured by enemy 25–5, 25–8
- checkages (*see also* Checkages) 23–62
- classification for, with grades 1–21
- date from which entitled to 25–7
- dead men 30–5, 30–26
- deserters. (*See* Deserters and Deserters' accounts.)
- detained in hospital beyond enlistment 25–10
- discharge, on—
  - account extended on pay roll 25–23
  - cause for, noted on statement closing account 25–24
  - convicted by civil authorities 25–33
  - copy of order for discharge, when furnished 25–29, 25–38 (1)
  - court-martial prisoner 25–35
  - date and place of acceptance, to be noted on NMC 90 25–27
  - indebtedness to post exchanges 25–28
  - medical survey 25–22
  - mileage 25–30
  - retained in insane hospital 25–34
  - service record, shown on statement closing account 25–26
  - special details 25–25
  - statement closing account 25–21
  - without honor, on account sentence of civil court 25–36
- final settlements 25–38, 25–39
  - check and final statement, by whom delivered 25–38 (8)
  - includes day of discharge 25–38 (3)
  - indorsement on final statement, by whom signed 25–38 (9)
  - made by paymaster 25–38 (2, 3)
  - memorandum copy delivered to man discharged 25–38 (6)
  - original to be returned to paymaster 25–38 (5)
  - prepared in duplicate 25–38 (4)
  - reenlistment notation to be made on marine's copy 25–38 (10)
  - reserve 25–39
  - transportation and subsistence for sea travel 25–38 (7)
- furlough 25–45
- gratuity discharge 25–37
- in hands of civil authorities 25–6
- loss of checkage noted on court-martial memoranda 7–17, 7–19 (4)
- Marine Band 25–14
- missing in action 25–9
- noncommissioned officers 25–95
  - recruiting warrants 25–95 (5)
- overpayments (*see also* Overpayments) .... 23–114 to 23–117
- payments. (*See* Payments.)
- prisoners of war 25–5, 25–8
- release before formal discharge 25–11
- retained in service after expiration of enlistment 25–31

Pay, enlisted men—Continued. Article
- retired 25-100-25-105
  - accounts—
    - carried by paymaster 25-101
    - closed upon death 25-105 (3)
    - how transcripted 25-105 (1)
  - active duty 25-106
  - allowances under act March 2, 1907 25-105 (12)
  - Army, subsequently serving in National Guard 25-105 (15)
  - beneficiaries of Naval Home
    - not paid without approval of governor 25-105 (8)
    - pay and allowances not forfeited 25-105 (6)
    - subject to checkage for hospital subsistence 25-105 (5)
    - under control of governor for purpose of discipline 25-105 (7)
  - change of address to be reported to paymaster 25-102
  - checks forwarded 25-103
  - checkage for hospital subsistence 25-105 (2)
  - computation of pay 25-105 (13)
  - deduction for hospital fund 25-104
  - first-class musician, Marine Band 25-105 (14)
    - for injuries 25-105 (21)
  - Government Hospital for Insane, not subject to deduction for subsistence, etc 25-105 (10, 11)
  - law authorizing 25-100
  - not a pension 25-105 (4)
  - service as commissioned officers between April 6, 1917, and November 11, 1918 25-105 (17 to 19)
  - service as commissioned officers in United States Volunteers, 1898 and 1899, Porto Rico Regiment, or Philippine Scouts 25-100 (5)
  - transferred members Fleet Marine Corps Reserve 25-105 (20)
  - travel allowance not paid 25-105 (9)
  - war-risk compensation 25-105 (16)
- transfer pay accounts 25-111

Pay, officers:
- act June 10, 1922 24-1
  - pay periods 24-1 (2 to 8)
- advance pay 24-17
- aids 24-18, 24-19
- arrears 23-1 to 23-5
- brevets, not entitled to increase on 24-3
- brigadier general, base pay 24-1 (11)
- checkages (*see also* Checkages) 23-62
- computed value of quarters, when not included 24-6
- copy of appointment and oath to be furnished paymaster 24-7
- date from which computed 24-10
- dismissed from service 24-60
- during state of war 24-1 (9)
- exercising higher command, when 24-13
- hospital subsistence (*see* Hospital subsistence) 23-123
- leave, while on (*see* Leave and Leave pay) 24-21 to 24-23
  - longevity pay (*see* Longevity pay) 24-24 to 24-30
- midshipmen appointed second lieutenants 24-8
- missing in action 24-5
- mounted pay (*see* Mounted pay) 24-31 to 24-38
- overpayments 23-114 to 23-117
- pay accounts to run for consecutive periods 24-2
- pay clerks 24-1 (10)
- prisoners of war 24-4
- promoted before examination 24-12
- promotion, upon 24-10 to 24-12
- retired officers (*see* Retired officers) 24-39 to 24-59
- transfer of pay accounts 24-14, 24-15, 26-2
- vouchers, newly appointed officers 24-9
- warrant officers 24-16

Pay clerk, deputy, acting as 23-11 (4)

Pay deputies (*see* Deputy to assistant paymaster) 23-11 (4), 23-151

Paymasters, assistant paymasters, and other disbursing officers:
- acting pay officers 23-152
- disbursements by order of commanding officer 23-153 (1, 5)
  - objection to, by paymaster 23-153 (4)
  - orders in writing to support 23-153 (3)
- disbursements by order of Secretary of the Navy 23-153 (2)
- forged signature, credit for payment on 23-157
- illegal payments, responsibility for 23-154
- Navy Regulations, disbursements in accordance with 23-155
- private funds, advance of, by 23-156

Paymaster's Department:
- correspondence relating to 9-7
- file system 9-61
- reports to paymaster 10-41, 10-42

Payments: Article
absent from post on detached duty, by check 23–123
absentees 23–63 (10), 23–120 (8)
advance of public money not authorized 23–149
amounts due upon certificate of administrative officer 23–136
arrears, not to be made when in 23–1 to 23–5
assignment of claims for 23–146
as soon after close of month as practicable 23–122
assistant paymasters, posts, and stations, paid by 23–131
by check—
  civil employees 23–118
  depots of supplies 23–119
  for payment of commands 23–127 (1)
  hospitals, patients in 23–123, 23–124
  men absent on detached duty 23–123
  officers 23–118
  receipts for payment by, not required 23–126
  recruiting service 23–119
  to an unauthorized person 23–150
by order of commanding officer 23–153
by order of Secretary of the Navy 23–153 (2)
civil employees, of 23–118
commands—
  absentees from pay table 23–120 (2, 4, 5, 8)
  cash in 23–123
  checks, by, covering entire 23–127
  checks, individual, by 23–123, 23–125
  commanding officer, by 23–127
  paymaster in person, by 23–120 (1)
  shipment of funds, for 23–127 (6)
    by express or registered mail 23–127 (5, 6)
    how prepared by paymaster 23–128 (1 to 5)
    how handled by commanding officer 23–128 (6 to 9)
death, in case of 23–127 (4), 23–130 (4, 5)
deserters, in case of 23–129
detached duty, on 23–130
  death or desertion 23–130 (4, 5)
  discharged while on 23–130 (10)
  mid-monthly payments 23–130 (2, 3)
  transfer from entry in service-record book 23–130 (6, 7)
  transfer from, settlement upon 23–130 (6)
disallowed for error of fact in certificate 23–148
disputed or doubtful accounts 23–134
enlisted men 23–119
expeditionary duty, may be made in cash 23–118
facts do not justify, where 23–140
final settlement—
  made on form NMC 423 23–119
  paymaster to forward to commanding officer 23–130 (10)
foreign stations, may be made in cash 23–118
furloughs, while on 23–130 (10), 23–133
guardian, to 23–145
Hawaiian Islands 23–131
holiday, when month ends on 23–143
hospitals, payments to patients in 23–123, 23–124
illegal, responsibility for 23–139, 23–141, 23–154
laws relative to, when effective 23–142
made only to creditors of the Government 23–135, 23–136
overpayments (*see* Overpayments) 23–114 to 23–117
pay rolls—
  by check, entered on 23–126
  detached duty 23–130 (6)
  may be paid in cash 23–118, 23–119
  not witnessed, until complete 23–120 (7)
post and stations in United States 23–131, 23–132
receipt not required, payment by check 23–126
recruiting duty, on—
  addresses of men to be furnished paymaster 23–130 (9)
  assistant paymasters, divisions paid by 23–132
  checks, when sent direct 23–130 (8)
  entry of payment in service-record book 23–130 (7)
  semimonthly if desired 23–130 (1)
registered mail, checks sent by 23–125
signature, witnessed, constitutes proof of 23–121
Sunday, when month ends on 23–143
valid if made under comptroller's decision 23–137, 23–138

Payments—Continued.

Article

- vouchers—
  - detached duty, payment on — 23-130 (6)
  - guardians, appointment as filed with first — 23-145
  - made on — 23-118, 23-119
  - payment by check, entered on — 23-126
- wife not authorized to receipt for — 23-144
- witnessing of — 23-120 (3), 23-121

Pay provisions, miscellaneous. (*See also* Absence, Attachment of pay, Claims, Cooks and messmen, Courts-martial, Power of attorney, Death gratuity, Deposits, Deserters' accounts, Life insurance, Navy accounts and accounting, and Resignations, officers.)

Pay rolls — chap. 30

- accounts—
  - closed for discharge — 30-7
  - dead men and deserters — 30-5, 30-6, 30-26
- accounts on transfer — 30-53 to 30-56
  - lost service-record books — 30-54
  - men joining — 30-53 (2)
  - men transferred before payment — 30-55
  - Navy men on marine rolls — 30-56
  - transfer pay accounts, when required — 30-53 (1)
- blank forms — 30-98
- certified extract or transcript — 30-3 (2)
- checkages — 30-83
- checkages pertaining to Quartermaster's Department — 30-14
- duplicate copies of report of deposits, etc — 30-12
- emergency payments — 30-71, 30-72
- entries concerning absentees — 7-19 (3)
- entry of pay data in service-record book — 30-2, 30-81
- fourth copy of, not required — 30-3 (1)
- instructions for preparation of — 30-21 to 30-52
  - balances — 30-33
  - compared with muster roll — 30-34
  - copies to contain same accounts on each respective page — 30-32
  - death, desertion — 30-26
  - discharge or retirement — 30-27
  - dots and "ditto," use of, prohibited — 30-30
  - footings and recapitulation — 30-31
  - general — 30-21
  - names of officers — 30-22 (2)
  - number of copies — 30-22 (1)
  - order of headings — 30-29
  - order of names — 30-28
  - period for which settled — 30-36
  - "Remarks" heading — 30-51, 30-52
    - active duty, Marine Corps Reserve — 30-52 (*u*)
    - arrears — 30-52 (*m*)
    - aviators, additional pay — 30-52 (*n*)
    - back credit for pay — 30-52 (*t*)
  - "Remarks" heading—
    - changes in rank — 30-52 (*e*)
    - commutation of rations — 30-52 (*r*)
    - cooks, messmen, gun pointers, etc — 30-52 (*k*)
    - courts-martial — 30-52 (*h*)
    - deposits and allotments — 30-52 (*v*)
    - enlistment allowance — 30-52 (*i*)
    - extension of enlistment — 30-52 (*o*)
    - joined — 30-52 (*a*)
    - longevity pay — 30-52 (*g*)
    - marksmanship — 30-52 (*j*)
    - medals of honor, etc — 30-52 (*w*)
    - not to be paid — 30-52 (*b, c*)
    - one-fourth additional pay — 30-52 (*s*)
    - prizes — 30-52 (*l*)
    - quarters and subsistence allowance — 30-52 (*q*)
    - separations — 30-52 (*f*)
    - sick — 30-52 (*d*)
    - specialists' pay — 30-52 (*p*)
  - separations from command — 30-23
  - signing by mark — 30-35
  - transfer of company — 30-25
  - transfers — 30-24, 30-82, 30-83
  - use of ruled columns — 30-43 to 30-47
    - credits and debits column — 30-47
    - more than one rank or rate of pay — 30-46
    - rate of pay column — 30-45
    - service-record column — 30-44
  - vouchers required — 30-41
    - not required — 30-42

Pay rolls—Continued. Article
- marines serving afloat 30-9
- not to be folded when mailed 30-4
- service-record books 30-81 to 30-90
  - allotments 30-87
  - balances 30-84
  - correct date of settlement to be ascertained 30-89
  - court-martial checkages 30-86
  - deposit account 30-85
  - entry of pay data 30-2, 30-81
  - examined for checkages on joining by transfer 30-83
  - loss of 30-54
  - transfer before payment of command 30-88
  - transfers, entries of in service-record book 30-82
- ships' officers paying marines at shore stations 30-10
- special instructions to commanding officers and paymasters 30-61 to 30-67
  - alterations or erasures 30-66
  - commanding officer a paymaster's deputy, when 30-65
  - individual vouchers 30-67
  - memorandum roll kept at all times 30-66
  - money, time to be held by commanding officer 30-63
  - original, check and change list transmitted to post 30-62
  - receipt for money left with commanding officer 30-64
  - revision of rolls 30-61
- third copy, when to be forwarded 30-10, 30-11
- third copy retained 30-8
- transfers and discharges to be entered 30-13
- when paid in cash 30-1
- witnessing payments 30-57

Photographs, officers', to be furnished headquarters 1-8

Pennants, authorized 1-56

Pistol competitions (*see also* Marksmanship) 5-30

Post commanders, duties of in assisting ex-service men 1-60 (2, 5)

Post Exchange Regulations (*see* Exchange Regulations) chap. 12

Post farms and gardens 11-8

Post-office box, requisiton for rent of 18-8

Post quartermaster—
- accountability of 1-5 (2)
- commanding officer acting as 1-5 (4)
- detail of 1-5 (1)
- duties of 1-5 (3, 4), 15-2

Power of attorney 28-161 to 28-164
- copy to paymaster having accounts 28-163 (4)
- execution and delivery 28-163 (3)
- form of 28-163 (5)
- law governing 28-161
- officers traveling abroad, etc 28-162, 28-163 (1, 2)
- vouchers for pay 28-164

Power plants, instructions for operation of 19-5

Prisoners of war, pay of 24-4, 25-5, 25-8

Privates, first class 6-33, 6-34
- allowance of 6-33 (1)
- appointment, form of 6-33 (4)
- appointment, who authorized to make 6-33 (1)
- court-martial probationers not eligible for appointment as 6-34
- desertion of, vacates position 6-29
- reappointment—
  - how effected 6-31 (5)
  - on reenlistment, recommendation for 6-30 (1)
- reduction of 6-33 (2)
- transfer of, does not vacate appointment 6-33 (3)

Probationary officers 6-3
- fitness reports of 10-24

Proceeds of sales. (*See* Sales.)

Procurement of provisions 14-21 to 14-28

Promotion:
- enlisted men (*see also* Noncommissioned officers) 6-22 to 6-34
  - in Department of the Pacific 1-51 (6)
- officers, examination for (*see* Examination for promotion) 6-1

Property (*see also* Public property):
- account of 11-7 (3)
- deserters', personal and Government 7-7, 7-8
- inventory of by council 11-6
- naval, care of, on transports 1-62

Property account 22-1 (1)
- accounting periods 22-4
- arrangement of sheets 22-1 (3, 28)
- articles carried under wrong headings 22-27
- articles invoiced under wrong names 22-26

Property account—Continued. Article
- articles taken up as assorted 22–14
- certificate of balances 17–10, 22–18
  - audit and correction of 22–30
- classification of property 22–1 (2)
- closing property account 22–1 (24)
- consolidation of similar articles 22–1 (11 to 15)
- correctness of entries to be verified 22–23
- excess property, taking up of 22–9
- filled and dead sheets 22–1 (23)
- Furniture—
  - assignment of, to be noted on voucher 22–1 (27)
  - transfer and change of location of 22–1 (26)
- grouping of related articles 22–29
- index of vouchers 22–1 (4)
- individual equipment issued 22–31
- invoices and receipts, preparation of 22–7, 22–64
- invoices not to be changed by receiving officer 22–8
- manner of taking up articles of classes 1 and 2 22–1 (5 to 15)
- manner of taking up class 3, furniture 22–1 (25)
- precautions to be observed 22–24
- preparation of sheets 22–1 (16 to 23)
  - to be in duplicate 22–2
- property purchased 22–13
- surplus, to be taken up on 22–9
- surveys 22–10
  - property recommended to be sold 22–11
  - property recommended to be turned in 22–12
  - report of to be used as voucher to 22–10 (2)
- vouchers 22–7, 22–64
  - arrangement of items on 22–28
  - briefing of 22–5
  - handling of 22–6
  - to be numbered 22–3

Proposals (*see also* Bidders and contracts) 18–22 to 18–32
- abstract 18–32
- advertising for 18–14 to 18–21
- aid to bidders 18–22
- certified checks 18–17, 18–29
- corporation 18–26
- erasures or interlineations on 18–28
- exceeding $500 18–25, 18–46
- forwarding of 18–30
- guaranties 18–17–29–30–36
- information to be furnished bidders 18–22 to 18–24
- marked "accepted" 18–38 (5)
- opening of 18–30 to 18–32
- preparation 18–26
- rejection 18–33, 18–34
- safe-keeping 18–30 (2)
- signing of 18–26
- specification 14–28, 18–25, 18–27
- supplies, for 18–22, 18–23
- unit price to govern 18–27
- withdrawal of 18–31

Proprietary articles, requisitions for 18–9

Provisions (*see also* Rations):
- inspection of 14–29 to 14–31
- issue of 14–51 to 14–56
- procurement of 14–21 to 14–28

Publications to be in possession of all officers 1–3

Public funds. (*See* Public money.)

Public money. (*See also* Bonds, Cash, Checks, Checkages, Collections, Comptroller General, Credits, Currency, Overpayments, Payments, Refunds, Returns, Vouchers.)
- advances of to disbursing officers 18–4, 23–161
- deposits of—
  - checks drawn for deposit as revenue or repayment to an appropriation 23–75
  - deposit—
    - of funds not required for current use 23–65, 23–66
    - of proceeds of sales 23–79 to 23–87
  - depositors required to use Treasury form for 23–69
  - deposits to be accompanied by letter of transmittal 23–73
  - funds deposited to the credit of another 23–71
  - General Accounting Office to be advised when 23–78
  - letter of transmittal to accompany deposits 23–73
  - preparation of Treasury Form 6599 23–69, 23–70
  - proceeds of sales 23–79 to 23–87
  - punished by imprisonment if unlawfully disposed of 23–67

Public money—Continued.
- deposits of—Continued. — Article
  - refund of — 23-77
  - remittances of checks, drafts, or money orders to Treasury of United States — 23-72
  - repayments, deposits on account of — 23-74, 23-75
  - revenue, deposits as — 23-75
  - treasurer of the Philippine Islands — 23-68
  - Treasurer of the United States—
    - collects checks, drafts, or money orders deposited — 23-72
    - deposits to be made with — 23-68
  - unexpended balances — 23-76
- procurement of—
  - by transfer — 23-164
  - depositaries — 23-161
  - emergency cases — 23-159
  - general account of advances — 23-160
  - Isthmian Canal Commission, funds secured from — 23-162
  - pay officers, Navy — 23-163
  - requisitions for — 23-158
  - responsibility for — 23-165
- transfer of funds — 23-211 to 23-218
  - accurate entry of — 23-211
  - appropriations, not authorized — 23-212
  - between depositaries — 23-213
  - by bill of exchange, payable in currency of foreign country, not authorized — 23-218
  - certificate, form of, to be filed with account current — 23-214
  - disbursing officers, between — 23-216
  - disbursing officers, reporting on account current — 23-217
  - from P. M. account to Q. M. account, by special disbursing agent — 23-214
  - general account of advances — 23-212
  - in transit, receipt for — 23-215
  - special disbursing agent, transfer of funds — 23-214

Public property. (*See also* Arms and accouterments, property account):
- abstract of, issues, expenditures, sales, etc., when forwarded — 22-15
- accountable officer for — 17-3 (1, 2), 17-14
  - absence of — 17-6
  - death of — 17-34
  - familiarity with orders, regulations, etc — 22-25
  - form of receipt used when change occurs — 22-19
  - one at each post — 17-2
  - relief of — 17-10 (1)
  - removal of — 17-7
  - responsibility of — 17-3
  - separation from property — 17-6
  - suspension of — 17-34
  - to be informed of change of status of command — 17-23
  - to stamp date of receipt of vouchers, etc — 22-22
- accountability and responsibility for — 17-1
- accounting periods for — 22-4
- accouterments, marking of — 17-53
- arms and accouterments — 17-51 to 17-72
- athletic apparatus — 17-81
- balance sheet — 22-21
  - computing value of property on — 22-21
- band instruments — 17-82
- boards of survey — 17-111 to 17-134
  - application for survey — 17-114
  - articles expendable without survey — 17-131
  - articles lost or destroyed — 17-124
  - auto tires and accessories — 22-1 (9)
  - boats — 17-134
  - by whom ordered — 17-113
  - clothing — 17-121 (1 to 3)
    - condemned, issued to prisoners — 17-130
  - crockery and glassware — 17-123
  - disposal of articles surveyed — 17-127
  - duties — 17-115
  - expenditures not authorized by approval of survey — 17-133
  - national flags — 17-120
  - pecuniary responsibility — 17-128, 17-129
  - recommendations on condemned articles — 17-118, 17-119
  - recruiting offices — 17-132
  - reports — 17-116, 17-125
    - approval of — 17-30 (3), 17-126
  - rifles — 17-122
  - terms and phrases used — 17-117
  - to determine responsibility for destruction or loss — 17-22 (3)
  - to examine Government property before sold or repaired — 17-112
  - when ordered — 17-111

Public property—Continued. Article
- boats 17-83
- certificate of balances 17-10 (1), 22-18
- certificate of expenditures 22-17
- classification of 22-1 (2)
- clothing room for clothing only 17-20 (3)
- company supplies 17-26 (11)
- crockery 22-17 (2)
- damaged in transit 22-32
- damage or loss 17-17 (2, 3), 17-21, 17-22
  - avoidable, to be made good 17-22 (1)
  - unavoidable 17-21 (2), 17-24
- delivery on transfer of detachment ashore 17-32 (1)
- destruction or loss, collection for 17-22
- detail of men to assist property officer 17-5
- excess 17-30
  - in quantities on charge to be taken up 22-9
- expeditionary service (*see* Expeditionary service) 5-41 to 5-43, 22-71 to 22-81
- expenditures, certificate of 22-17
  - crockery, how shown 22-17 (2)
- field safes 17-19
- furnished from other than Government source 17-18
- in possession of guards 17-37
- inspection—
  - by officer relieving another 17-11 (1)
  - of property from Government source 17-17 (1, 3)
  - of rations 17-18 (3)
  - of supplies purchased 17-18 (2)
- inventory 17-12 (2), 17-33, 17-34
  - upon relief of accountable officer 17-12 (2)
- invoices and receipts, preparation of 22-7, 22-64
- issues—
  - accountable officer to superintend 17-4
  - gratuitous, of gun oil, etc 17-55
  - under protest 17-9
- keys of storerooms 17-20 (2)
- loan of 17-25 (1, 2)
- lost in transit 22-32
- metal tent slips 17-31
- naval ordnance 17-84 to 17-90
- obsolete, price of 22-45
- orders for supplies, how signed 17-18 (1)
- pistols, security for 17-20 (4)
- prices of 22-45
- private use forbidden 17-8, 17-25 (3)
- radio equipment 17-91 to 17-93
- receipts—
  - duplicate 17-15
  - for issues to enlisted men 17-16
  - for property transferred 17-10 (2)
  - memorandum 17-25, 17-26
  - not to be made by enlisted men 17-15 (2)
  - qualified, upon relief of officer 17-12 (1)
- received from Government source, inspection of 17-17
- recruiting offices 17-132
- refusal of officer to receipt for 17-13
- repairs 17-21 (1)
- responsibility—
  - can not be delegated 17-3
  - commanding officer 17-20 (1) 17-26
  - determined by board of survey, when 17-22 (3)
  - loss of pistol 17-20 (4)
- returns (*see* Returns)—
  - Army subsistence stores 17-36
  - failure to make 17-35
  - forwarding of 22-34
- sales (*see* Sales) 22-41
- security 17-4, 17-7, 17-20 (1)
- ships' detachments 17-32 (1, 2)
- stationery 17-94 to 17-97
  - allowances 17-94
  - courts and boards 17-95
  - quarterly statement 17-97
  - requisitions 17-96
- surplus arms and accouterments 17-28
- surplus clothing 17-29
- surplus machinery, boilers, etc., survey on 17-30 (1)

Public property—Continued. Article
  survey .... 17-111 to 17-134
    accountable officer to be notified 17-27
    excess of requirements .... 17-30 (1 to 4)
    naval property 17-88
    property unavoidably lost or destroyed 17-24
    upon relief of officer 17-11 (2)
  transfers of 17-10 (2)
    accountability 22-64
    on board ship, requisition for 22-62
    other branches of service .... 22-61 to 22-64
    to accountable officer 22-7
  typewriters 17-32 (1, 3)
    care of 17-106
    packing for shipment 17-105
  typewriters and computing machines .... 17-101 to 17-106
    instructions 17-101
    purchase of 17-102
  value of, to be reported annually 22-20
  value of, received and expended, report of 22-21
  vouchers, letter not to accompany when on printed form 22-33
Punishment:
  accidental discharge of firearms 7-1 (7)
  deck and summary courts 7-1 (4)
  general courts-martial .... 7-1 (5 to 9)
  guard duty as punishment prohibited 7-1 (3)
  inflicted on commissioned officers, report of 10-26 (2)
  register of 10-26 (1)
  regulations for 7-1 (1, 2)
Purchase of supplies:
  accounting for 22-13
  advertising for 18-2
  agreements, form of 18-39
  amount exceeding $500 18-25
  amount not exceeding $500 18-3
  authority for 18-1
  awards .... 18-33 to 18-38
  bonds .... 18-46 to 18-57
  contractors 18-41
  contracts (*see also* Contracts) .... 18-40 to 18-45
  disbursing officers not to be personally interested 23-147
  emergency 18-59
  immediate delivery 18-2
  open-market, definition 18-39 (2)
  proposals .... 18-22 to 18-32

Q

Qualification badges 8-16
Quartermaster:
  public property—
    report showing value of, received and expended 22-21
  quarterly return to Bureau of Supplies and Accounts 22-35
  signs contracts 18-42
Quartermaster's Department:
  bonds .... 18-46 to 18-57
  contracts .... 18-40 to 18-45
  correspondence relating to 9-8
  fiscal returns (*see* Returns, fiscal) .... 23-166 to 23-181
Quartermasters, post 1-5, 15-2
Quartermaster sergeants:
  duties of, in Quartermaster's Department 1-27
  duties of, in Paymaster's Department 1-28
  examination for appointment as 6-23 (9)
  reports on fitness and qualifications 10-25
  warrants of 6-22 (7)
Quarters:
  allowance .... 14-94 to 14-96
  alterations 21-5, 21-8
  assignment of .... 21-21 to 21-28
    according to rank 21-24 (4b)
    adequacy 21-24
    appeals from decision of commanding officer 21-25
    by whom made 21-22
    joint 21-24 (7, 8)
    law governing 21-21
    officer entitled only to maximum allowance 21-24 (3)
    proper allowance not to be exceeded 21-24 (5)
    reassignment when required to vacate 21-27

- **Quarters**—Continued. Article
        - regulations for 21-24 (4 to 8)
        - temporary duty 21-26
        - termination, conditions of 21-28
        - when and how made 21-23
    - emergency repairs to machinery, heating systems, etc 21-9
    - inspection of 21-1, 21-43
    - inventory and survey 21-46
    - issue of lye and soap for 21-7
    - mess rooms for officers 21-4
    - numbering 21-2
    - responsibility for damage to 21-45
    - water bill, payment of 21-3
    - water meters installed 21-3 (4)
    - while on Army transport 14-7

R

- **Radio equipment** 17-91 to 17-93
- **Rations:**
    - absence on liberty not exceeding 48 hours 14-5 (3)
    - account—
        - issues recorded 14-51 (5)
        - received from contractor 14-34
        - separate mess 14-51 (3)
    - allowances—
        - computed Navy ration 14-1, 14-2
        - small posts and detachments 14-3
        - statement of daily 14-5
    - Army—
        - cooperation with 14-12
        - detached duty with 14-1
        - transports, subsistence aboard 14-7
    - bakeries 14-92
    - butter substitute 14-53
    - commissary not to be mess officer 14-13
    - commutation (*see also* Subsistence allowance) 14-97
        - furlough 14-98 (2)
        - men on transports not allowed 14-98 (1)
        - noncommissioned officers 14-97
    - computation of value of ration 14-82, 14-83
    - contractor—
        - held to specifications 14-28 (3)
        - purchase against account of 14-36
        - vouchers 14-91
    - credit on transfer of men 14-5 (4), 14-84
    - daily statement 14-5
    - definition 14-3
    - enlisted men—
        - at stations where subsisted by Navy 14-6 (3)
        - discharged outside continental limits of United States 14-8
        - field hospitals 14-9
        - on board Army transports 14-7, 14-8
        - on board Navy vessels 14-6 (3), 14-8
        - other branches of the service 14-6 (1)
        - sales to 14-61 (1)
    - expeditionary service 14-6 (2), 14-9
    - hospital 14-5 (5)
    - ice 14-93
    - inspection of—
        - agreement as to trimmings 14-29 (*c*)
        - butter, eggs, and milk 14-28 (4)
        - by medical officer 14-71 (1)
        - by mess officer and post quartermaster 17-18 (2, 3)
        - fish 14-27 (4)
        - fowl 14-27 (3)
        - meat 14-27 (2), 14-28 (3, 4), 14-29, 14-30
        - open-market purchases 14-33
        - oysters and clams 14-28 (4)
        - quantity, as to 14-29
        - responsibility for 14-29
        - shrinkage of fresh and frozen meat 14-27 (2)
        - specifications must conform to 14-28, 14-29
        - standard packages from supply depots 14-29 (*b*)
        - weights of containers 14-27 (1, 2)
    - inventory—
        - certificate of, on return 14-86
        - excess taken up under gains 14-86 (3)
        - on change of accountable officer 14-81 (2)

Rations—Continued. Article
- issues 14–51 to 14–56
  - credit not to be exceeded 14–51 (2)
- legality of purchases 14–37
- monthly memorandum 14–5 (2)
- Navy, when entitled to 14–1, 14–2
- procurement of provisions 14–21 to 14–37
  - awards to lowest bidder 14–24, 18–33
  - competition 14–25
  - order signed by post quartermaster 14–33 (2)
  - proposals, monthly 14–22
  - purchases, open-market, authority for 14–23 (1)
  - requisitions, open purchase, supervision of 14–23 (2)
  - retail meats, purchase of 14–28 (4)
  - specifications as to quality 14–26
  - table, 30-day provision supply for 1,000 men 14–38
  - under allowance system 14–3
  - vouchers, preparation of 14–91, 23–224
- return of subsistence stores 14–81
  - blank forms required 14–91 (4)
  - certificate of inventory 14–86 (1)
  - change in accountable officers 14–81 (2)
  - instructions for preparation of 14–82, 14–86
  - losses and gains 14–86 (2, 3)
  - monthly return 14–52
  - prices, unit 14–82 (2)
  - statement of ration allowance 14–83
- sales 14–61 to 14–66
  - abstract of 14–65, 14–67
  - articles of better quality than issue 14–63 (2)
  - authority for 14–61
  - cash 14–61
  - commanding officer to regulate 14–64
  - empty food containers 14–67
  - excess stock 14–55
  - fresh meats by cut 14–66
  - net weight 14–62
  - persons entitled to privilege 14–61
  - prices 14–14, 14–63 (1)
  - proceeds 14–65
  - resale forbidden 14–64
  - supernumeraries, to 14–14
  - table of cuts 14–66
- specifications—
  - butter, eggs, fish, meats, etc 14–28 (4)
  - deliveries to conform to latest issue 14–28 (1)
  - deviation from 14–28 (3)
  - quality as to 14–26
  - special meat cuts 14–28 (4)
  - to be kept up to date 14–28 (2)
  - weight of containers 14–27 (1)
  - where obtainable 14–28
- statement, daily 14–5
- subsistence allowance (*see also* Allowances)—
  - authority of major general commandant necessary 14–95
  - cash for subsistence for men in travel status 14–99
  - computation of 14–96
  - men en route to United States on discharge 14–8
  - men in travel status 14–96 (3)
  - men on Army transports not allowed 14–98
  - paid by Paymaster's Department 14–95
  - requests for, how forwarded 14–94
  - recruiting 14–96 (3*d*)
  - requests for 14–94
  - table of 14–96
  - traveling, detentions over 31 days 14–96 (3)
  - when attached to hospital 14–5 (5)
  - where rations not furnished 14–96 (2)
- supernumeraries 14–14
- surveys—
  - board of 14–73
  - limit of value 14–72 (1)
  - record of 14–72 (2)
  - spoiled stock to be removed 14–71 (1)
  - storerooms, to be kept clean 14–71 (2)
  - surveying officer 14–72
  - to show name of contractor, etc 14–74
- utensils 14–10
- vouchers, preparation of 14–91, 23–224

Rations—Continued. Article
  - weighing and measuring of 14–85
  - wholesale purchase of meats 14–35

Receipts, for equipment 22–80
  - to be given by company commanders 22–72

Record of events 10–21

Records:
  - change of name, date and place of birth on 1–59
  - destruction of organization fund records 11–7 (8)
  - disposition of when organization discontinued 10–32, 11–9

Recreation of enlisted men 11–5 (1)

Recruiting instructions 2–31 to 2–76
  - absence without leave, reports of 2–76 (*b*)
  - addresses of next of kin 2–56 (2)
  - advertising 2–44, 18–14 to 18–38
    - authorization necessary 2–44 (1)
    - cabinets 2–44 (3, 9)
    - cards for noting results of 2–44 (14)
    - in Federal buildings and post offices 2–44 (3, 10)
    - material, distribution of 2–44 (2, 5, 8, 11, 12)
    - newspaper—
      - clippings for Headquarters 2–44 (15)
      - free 2–44 (2)
    - posters 2–44 (5, 12)
    - reports of MGC conference not to be published 2–44 (16)
    - signboards 2–44 (9, 12)
    - standard exhibits 2–44 (13)
  - age standard 2–45 (3), 2–46
  - agreements—
    - board and lodging. (*See* Board and lodging.)
    - qualifying enlistment contract (*see* Enlistment) 2–56 (7, 8, 11)
    - rental, services, etc 2–65
  - applicants—
    - age of 2–45 (3), 2–46 (1 to 10)
    - aliens, citizenship of 2–49, 2–52 (24)
    - allowances, etc., to be explained to 2–52 (5)
    - baggage, allowance not provided for 2–63 (1)
    - date and place of acceptance, how determined 2–54 (1), 2–56 (4)
    - elopement of 2–63 (7)
    - examination of 2–45 (5, 7), 2–52
    - expected arrival of, notice concerning 2–61 (2*b*)
    - fingerprints 2–52 (15), 2–58
    - information for 2–51 (5)
    - misrepresentations to 2–52 (17, 18), 2–63 (8)
    - not to receive pay 2–63 (2)
    - oath administered 2–45 (4)
    - oath, refusal of to take 2–63 (7)
    - physical reexamination after 10 days 2–64 (9)
    - rejected 2–52 (30), 2–61 (1), 2–63 (7, 8)
    - subsistence 2–64
    - to be escorted to place of departure 2–61 (2, 3)
    - transfer of 2–45 (5), 2–57 (7 to 11, 16), 2–61 (7)
    - travel, orders 2–61 (5)
    - under observation returning home 2–63 (9)
  - apprentices 2–46
  - Army service 2–45 (4), 2–53 (1 to 4)
  - automobile recruiting parties—
    - how shown in reports 2–75 (6)
    - personnel of 2–37 (9)
  - automobiles 2–37 (9), 2–70
    - private, use of on official business 2–62 (5)
  - auxiliary stations 2–33
  - baggage—
    - not allowed for applicants 2–63 (1)
    - transportation of 2–63 (1), 2–73 (7)
  - bandsmen—
    - enlistment of 2–47
    - report of acceptance of 2–47 (7)
  - beneficiary slips 2–59
  - bills and vouchers—
    - apprehension of deserters, etc 2–73 (11)
    - baggage transfer 2–63 (1), 2–73 (7)
    - billposting, for 2–73 (2)
    - board and lodging 2–64 (1), 2–73 (1, 2, 5)
    - certification of 2–73 (1, 10, 12, 14)
    - forwarding of 2–73 (3, 4, 8, 9)
    - furniture, rent of 2–73 (2)
    - medical attention 2–73 (14)
    - medical examiner 2–40 (1), 2–73 (12 to 14)
    - record of to be kept 2–73 (8)
    - telegrams 2–73 (2)

Recruiting instructions—Continued. Article

- birth certificate 2-46 (6)
- blank forms 2-69 (1)
- board and lodging—
  - bills for 2-64, 2-73
  - contracts for 2-73 (1, 6)
  - for applicants 2-64 (7 to 14)
  - meal and lodging orders 2-64 (2 to 6)
  - record of 2-64 (1)
- books and pamphlets 2-72 (3)
- bulletins, daily (*see* Reports) 2-74 (9, 10), 2-76
- candidates for admission to Naval Academy 2-48
- cash—
  - for meals (*see* Transportation) 2-61 (4 to 6, 9, 10)
  - for travel expenses (*see* Transportation).
- central auxiliary stations 2-33
- certificates—
  - medical examiners' 2-56 (6, 15)
  - on vouchers and bills 2-73 (1, 10, 12)
- change of name 1-59, 2-53 (14)
- civil authorities, relations with 2-34 (2), 2-36 (5)
- clerical duties of recruiting personnel 2-37(4)
- clothing—
  - neatness of 2-37 (18)
  - prescribed uniform 2-42
- colleges, distinguished 2-45 (4*d*)
- commanding officers to be recruiting officers 2-81
- commutation of quarters and rations 2-75 (3)
- complements of recruiters 2-37 (1 to 10)
- consent—
  - guardian's 2-46
  - parent's 2-46
  - wife's 2-56 (16)
- contracts—
  - for board and lodging 2-73 (1, 2, 5)
- correspondence (*see also* Telegrams, Waivers) 2-39
- daily bulletins 2-40 (4), 2-74 (9), 2-76 (*b*)
- death, report of 3-1 to 3-5, 18-73 (3)
- dependents 2-52 (3, 25), 2-53 (16)
- deserters and stragglers—
  - checkage of expenses against pay of 2-73 (6, 11)
  - expenses connected with 2-66 (2), 2-73 (11)
  - guards for 2-73 (6)
  - report of surrender, apprehension, etc 2-66, 7-9
  - reward for apprehension of 2-73 (11), 18-81
  - transportation for 2-61 (8)
- disability. (*See* Standards for enlistment.)
- discharge—
  - at recruiting stations 2-37 (21)
  - travel allowance upon 2-56 (3), 26-81 to 26-89
- discharge certificate, reenlistment to be noted upon 2-53 (12)
- distinguished colleges 2-45 (4*d*)
- district—
  - boundaries of 2-32
  - correspondence (*see also* Telegrams, Waivers) 2-39
  - headquarters station 2-33
    - doorman 2-37 (11)
    - heat and light 2-65 (1, 2)
    - hours open and closed 2-35
    - rental, services, etc 2-65 (1)
  - inspections 2-72
  - officers—
    - duties, general 2-36 (3, 4)
    - personal examination of applicants 2-52 (19 to 28)
    - rank of 2-36 (1, 2)
    - training of 2-36 (6)
    - travel of 2-62
  - reports. (*See* Reports.)
- division—
  - boundaries of 2-32
  - headquarters, correspondence to be forwarded through 2-39 (1)
  - headquarters premises—
    - heat and light for 2-65
    - rentals, services, etc., for 2-65
  - officer in charge of—
    - extent of jurisdiction 2-36 (1)
    - inspections by 2-72
    - rank of 2-36 (1, 2)
    - regulates travel by district officers 2-62 (2)
    - travel of 2-62

Recruiting instructions—Continued. Article
- efficiency reports 2-74 (4, 5)
- elopers (*see also* Deserters)—
  - enlistment contracts of, where sent 2-63 (7)
  - report of 2-63 (7)
- enlistment—
  - date of, is date of oath 2-56 (3)
  - failure to complete 2-63 (7, 8)
  - for special assignment to—
    - aviation 2-56 (8)
    - band duty 2-56 (8)
  - oath of—
    - antedating of 2-53 (13)
    - refusal of 2-63 (8)
    - to accepted applicants 2-45 (5)
  - place of, is place of oath 2-56 (3)
  - rank at time of 2-45 (1)
- enlistment contracts—
  - address of next of kin 2-56 (2)
  - agreements qualifying 2-56 (7, 8, 11)
  - completion and forwarding of 2-63 (6)
  - medical examiner's certificate on 2-56 (6)
  - notations upon 2-56 (5 to 10, 12)
  - papers to be attached to 2-52 (15), 2-56 (9, 14, 16)
- examinations, physical—
  - at recruit depot 2-63 (4)
  - by noncommissioned officer 2-52 (1, 2, 8, 9)
  - when to be repeated 2-57 (11), 2-64 (9)
- exhibits, standard, for advertising purposes 2-44 (13)
- expenses, monthly report of 2-75 (1 to 7)
- Federal buildings—
  - advertising in 2-44 (3, 4, 6 to 10)
  - as recruiting stations 2-34 (3, 4)
- field music schools 2-46 (4, 5)
- fingerprints—
  - preparation and forwarding of 2-53 (15), 2-58
  - special 2-58 (3, 4)
- flags, storm and recruiting, repair of 2-69 (3)
- forms, blank, how obtained 2-69 (1)
- fuel and heat 2-65 (1, 2)
- funds—
  - naval medical officers to issue 2-61 (9 to 11)
  - recruiting officer to distribute 2-61 (6)
- furlough—
  - by whom granted 2-50
  - period of 2-50 (1, 2)
  - upon reenlistment, entry of 2-56 (10)
- furniture—
  - bills for 2-73 (2)
  - hire of 2-65 (1)
  - inspection report 2-72 (3)
  - returns covering 2-68 (2)
- gas, illuminating 2-65 (1, 2)
- general service, all enlistments to be for 2-45 (10), 2-56 (11)
- guardian's consent 2-46
- health records 2-38
- honor schools 2-45 (4d)
- identification records 2-58
- inspections 2-72
- leave of absence 2-43
- life insurance 2-52 (5), 28-131 to 28-147
- literacy test 2-52 (6, 7)
- literature, advertising 2-44 (2)
- lodging (*see also* Board and lodging) 2-64
- marriage—
  - as bar to enlistment 2-51
  - waiver of, with wife's consent 2-51 (3), 2-56 (16)
- married men 1-37
- medical attendance 2-73 (14)
- medical examiners—
  - appointment, report of 2-40 (2 to 5)
  - bills of 2-73 (2, 12 to 14)
  - certificate of 2-56 (6, 15)
  - employment of, when authorized 2-40 (1), 2-57 (11)
  - fees allowed 2-40 (1)
  - record of examinations 2-52 (20)
  - recruit depots to verify entries by 2-63 (5)
  - responsibility for improper acceptance 2-52 (28)
  - selection of 2-40 (5)

Recruiting instructions—Continued. Article

- medical officers as assistant recruiting officers 2-36 (7), 2-61 (9, 10), 2-64 (3)
- minors, acceptance of 2-46
- motor cars, motor cycles, etc 2-37 (9), 2-70, 2-75 (8)
- muster rolls 2-74 (1, 2), 10-1 to 10-18
- name, change of 2-53 (14)
- National Guard service 2-45 (6), 2-52 (10)
- nationality 2-49, 2-52 (24)
- naturalization 2-49, 2-52 (24)
- Naval Academy, admission to 2-48
- Naval Reservists, discharge of, to enlist in corps 2-52 (31)
- Navy, service in. (*See* Service, prior.)
- next of kin—
  - address of 2-56 (2)
  - letter to 2-62 (11, 12)
- noncommissioned officer—
  - appointment and reappointment of 2-57 (12, 13), 2-67 (9 to 11)
  - continuance of recruiting warrant 2-67 (5)
  - examination of applicants by 2-52 (1 to 8, 10, 14)
  - keeps record of board and lodging 2-64 (1, 4)
  - meal and lodging orders issued by 2-64 (1)
  - muster of 2-74 (2)
  - recruiting warrants, issuance and cancellation of 2-67 (1 to 7)
  - reduction for recruiting duty 2-67 (8)
  - to keep record of physical examinations 2-52 (20)
  - transfer on reenlistment 2-57 (12, 13)
  - transportation issued to and by 2-61 (2)
- oath of enlistment—
  - refusal of 2-63 (7, 8)
  - when administered by recruiting officer 2-45 (4)
- office equipment (*see also* Public property) 2-72 (3c)
- officers—
  - district. (*See* District.)
  - division. (*See* Division.)
  - naval medical, to act for recruiting 2-36 (7), 2-61 (9, 10), 2-64 (3)
  - posts 2-81
- offices. (*See* District, Division, and Station.)
- open-purchase requisitions 2-69 (2, 4), 2-71 (1)
- organization 2-32, 2-33
- pamphlets, books, etc 2-72 (3 e)
- parents' consent to acceptance of minors 2-46 (1 to 9, 16)
- pay—
  - applicants not to receive 2-63 (2)
  - deserters, etc., checkages against 2-73 (11)
- personnel, enlisted—
  - appearance of 2-37 (18)
  - changes among 2-37 (20)
  - clerical duties of 2-37 (4)
  - competitions among 2-37 (20)
  - complements of 2-37 (1 to 10, 24)
  - conduct and deportment 2-37 (18)
  - discharges of 2-37 (21)
  - distribution of 2-37 (3)
  - duration of detail 2-37 (13, 14, 17, 20)
  - duties, instruction in 2-37 (22)
  - efficiency report 2-74 (5)
  - enlistment and reenlistment of 2-37 (15, 16, 17)
  - furloughs 2-50 (1 to 4)
  - indebtedness of 2-37 (23), 2-57 (4)
  - markmanship course for 2-37 (19)
  - medical attention for 2-57 (5), 2-73 (14)
  - pay of 23-119, 23-130 (1, 8)
  - promotion of 2-67 (1 to 7)
  - staff returns 2-37 (21), 2-57 (3)
  - to be acquainted with all requirements of recruits 2-37 (12)
  - transfer of 2-57 (1 to 6)
  - uniforms 2-42
- physical defects. (*See* Standards for enlistment.)
- physical examinations. (*See* Standards for enlistment.)
- physical standards. (*See* Standards for enlistment.)
- posters 2-44 (5 to 8, 12)
- postmasters—
  - advertising matter distributed 2-44 (11)
  - transportation for applicants furnished to 2-61 (3)
- post offices, advertising in 2-44 (5, 6, 7, 11)
- prior service. (*See* Service, prior.)
- promotions 2-67 (1 to 7)
- public buildings. (*See* Federal buildings.)
- public property 2-68, 2-72 (3)

Recruiting instructions—Continued.

Article

- publicity—
  - bureau, reports to ... 2–44 (5)
  - sergeant ... 2–37 (9, 10)
- railroads and railroad facilities ... 2–72 (3*f*)
- rations and quarters. (*See* Board and lodging.)
- reappointments ... 2–57 (12, 13), 2–67 (9 to 11), 6–31
- receiving stations ... 2–37 (8)
- reenlistment—
  - rank at time of ... 2–45 (1)
  - requirements for ... 2–53
- rejection, report of. (*See* Standards for enlistment.)
- reports—
  - daily (bulletin) ... 2–74 (9, 10), 2–76
  - data required ... 2–76 (*b*)
  - division, monthly ... 2–74 (6)
  - efficiency, enlisted personnel ... 2–74 (5)
  - of acceptance of applicants for bandsmen ... 2–47 (7)
  - of death ... 3–1
  - of deserters and stragglers ... 2–66, 7–9
  - of discharges ... 2–74 (8)
  - of establishment and discontinuance of stations ... 2–34 (2, 3)
  - of expense, monthly ... 2–75 (1 to 4, 7)
  - of failure to complete enlistment ... 2–63 (7, 8)
  - of motor transportation ... 2–70 (3)
  - of recruiting, monthly ... 2–75 (1, 4, 5)
  - of rentals, monthly ... 2–74 (6)
  - of rejection at recruit depots and posts ... 2–63 (7, 8
  - of rejection at recruiting stations. (*See* Standards for enlistment.)
  - of transfers ... 2–74 (10, 11)
  - of transportation ... 2–61 (11)
  - of transportation facilities ... 2–72 (3*f*)
  - personnel ... 2–74 (6)
- requisitions ... 18–5 to 18–9
  - for stationery, etc ... 2–69
  - open purchase, how forwarded ... 2–71
- reservists, enlistment ... 2–52 (32)
- reservists, naval ... 2–52 (31)
- rewards. (*See* Deserters and Stragglers.)
- rubber boots, coats, and hats ... 2–68 (3)
- schools, honor ... 2–45 (4*d*)
- service, prior—
  - as special qualification ... 2–45 (4)
  - disabilities incurred during, compensation for ... 2–53 (8, 10)
  - militia and National Guard, etc ... 2–52 (10)
  - suspected, procedure in case of ... 2–52 (11, 16)
  - verification of ... 2–52 (27), 2–54 (1), 2–55 (1, 3), 2–56 (13)
- service record books—
  - entries required in ... 2–56 (12), 2–57 (3), 2–60, 2–63 (5, 6)
  - forwarding of for discharge ... 3–20
- services, laundry, janitor, towel, etc ... 2–65, 2–69 (2, 4)
- staff returns ... 2–37 (21)
- standards for enlistment—
  - other than physical—
    - age ... 2–45 (3), 2–46(1 to 10)
    - character on last discharge ... 2–52 (4), 2–53 (1 to 7)
    - citizenship ... 2–49, 2–52 (24)
    - dependent relatives ... 2–52 (1, 3, 25)
    - for aviation ... 2–56 (8, 11)
    - marriage ... 2–51, 2–56 (16)
    - prior service ... 2–45 (4), 2–53
  - physical—
    - examination for ... 2–52 (2, 8, 9, 20, 21, 22), 2–63 (9), 2–64 (9)
    - general instructions concerning ... 2–45 (5, 7, 8, 9), 2–52 (1, 2, 8, 9, 19 to 22), 2–54
  - waivers—
    - by telegraph ... 2–54
    - corrective surgery, agreements concerning ... 2–54 (8)
    - date of acceptance determined by ... 2–54 (1)
    - exact terminology to be used ... 2–54 (2)
    - must be noted on enlistment contracts ... 2–54 (9), 2–56 (14, 16)
    - to be forwarded direct ... 2–39
    - to specify prior service ... 2–54 (1)
    - when discharged by reason of medical survey ... 2–53 (9)
- stationery ... 2–69 (1), 17–94

Recruiting instructions—Continued.
- stations, recruiting— Article
  - applicants forwarded from 2-45 (5), 2-57 (7 to 11)
  - classification of 2-33
  - complements of recruiters at 2-37 (5)
  - establishment and discontinuance of 2-34
  - Federal buildings available for 2-34 (4)
  - hours open and closed 2-35 (1, 2)
  - inspections of (*see also* Inspections) 2-72
  - location of sites for 2-62 (1), 2-72 (3*a*)
  - man stationed at door of 2-37 (11)
  - receiving 2-37 (8)
  - rentals, services, etc 2-65 (1)
  - subdistrict headquarters 2-33, 2-37 (1, 8)
  - traveling parties reckoned as 2-37 (9)
- stragglers. (*See* Deserters.)
- street cars 2-61 (2, 5)
- subsistence. (*See* Board and lodging.)
- telegrams 9-31 to 9-41
  - bills for 2-73 (2)
  - general instructions concerning 2-55
  - payment for 2-55 (6)
  - signatures 2-55 (4)
  - verifying prior service 2-52 (27), 2-55 (3)
- telephone service 2-41
- toilet articles 2-69 (2, 4)
- training—
  - applicants, period of 2-63 (3)
  - prior to enlistment 2-45 (4)
- transfers—
  - accepted applicants and reenlisted men 2-57, 2-61 (2)
  - reports of 2-74 (10, 11), 2-76 (*b*)
- transportation—
  - arrivals to be at convenient hour 2-61 (7)
  - baggage 2-63 (1), 2-73 (7)
  - cash—
    - accounting for 2-61 (11)
    - medical officers to issue 2-61 (9, 10)
    - receipts to be obtained for 2-61 (2*b*)
    - recruiting officer to deliver in person 2-61 (6)
  - deserters, stragglers, etc 2-61 (8)
  - facilities, reports on 2-72 (3*f*)
  - general matters 2-57, 2-61
  - individual tickets compulsory 2-61 (5)
  - issued to and by noncommissioned officers 2-61 (2)
  - meals 2-61 (4 to 10)
  - medical officers to issue 2-61 (9, 10)
  - motor cars, motor cycles, etc 2-37 (9), 2-70
  - notice of applicants due to arrive 2-61 (2*b*)
  - rejected applicants 2-61 (1)
  - report of issue of 2-61 (11)
  - stop-over privilege, extra cost 2-61 (4)
  - street car 2-61 (2, 5)
- transportation requests—
  - for recruiting officer's own travel 2-62 (1, 2)
  - issuable to postmasters 2-61 (3)
  - prescribed forms to be used 2-62 (2)
  - signed in blank 2-61 (2*a*)
  - time limit on 2-61 (4)
  - to be indorsed with users' names 2-61 (2*a*)
  - when to be delivered to applicants 2-61 (2*b*)
- travel—
  - allowance on discharge 2-56 (3), 26-81 to 26-88
  - funds for (*see* Funds) 2-61
  - officers—
    - expenses 2-62
    - extra fare trains 2-62 (9), 16-22
    - pullman accommodations 2-62 (6, 7)
    - repeated 2-62 (1 to 5)
  - orders 2-61 (2*b*, 5)
- traveling recruiting parties, personnel of 2-37 (9)
- Treasury, Secretary of, re use of public buildings 2-34 (4)
- typewriters 17-32 (3)
- undesirable applicants 2-52 (30), 2-63 (7 to 9)
- uniforms—
  - neatness of 2-37 (18), 2-43 (3)
  - prescribed 2-42
- vaccination prior to transfer 2-57 (19)
- Veterans' Bureau, reports to 2-53 (8, 10)

Recruiting instructions—Continued. Article
vouchers (*see also* Bills) 2–64 (1), 2–73, 23–224
waivers (*see* Standards for enlistment) 2–39, 2–54
warrants. (*See* Noncommissioned officers.)
wife's consent to enlistment 2–51 (3, 4)
Recruiting officers:
commanding officer to be, when 2–81
duties of in relations with Veterans' Bureau 1–60
Reduction of noncommissioned officers 6–28
Refrigerating plants 19–61 to 19–64
Refunds:
cash, received from, disposal of 23–63 (1)
deposited to credit of Treasury of the United States, when 23–63 (1)
died or deserted between signing of pay roll and payment 23–63 (8)
disposal of 23–63 (1)
  cash received from sale of effects 23–63 (1)
  collections on discharge 23–63 (1*a*)
  deposits of enlisted men in cash 23–63 (1*b*)
  nonpayment of enlisted men 23–63 (1*a*)
payment of command not to be delayed more than three days 23–63 (11)
pay rolls—
  form N. M. C. 429, compared with 23–62 (9)
  returns of and report of payment 23–63 (8, 9)
reports made if payment delayed beyond three days 23–63 (11)
Register of punishments 10–26 (1)
Registered mail 9–5, 23–125
Regimental bands, complement of 1–36
Regimental quartermaster, assistant to 22–72 (2)
stores invoiced to 22–73
Regulations, discipline 7–1 (1, 2)
Regulations governing Marine Corps 5–2
Relations between officers and men 1–7
Rental allowance (*see* Allowance, rental) 26–38 to 26–51
Repairs to public property 17–21 (1)
estimates on 21–8
minor emergency, to machinery, etc 21–9
Report of transportation 16–61 to 16–64
preparation 16–61, 16–64
rendition 16–62
supplementary form 16–63
Reports:
address of officer—
  delay on "proceed" orders 10–27 (2)
  on retired list or on leave 10–27 (1)
applicant for enlistment, refusal to complete enlistment or rejection 7–17
arrival and departure of officers in and from United States 10–28
court-martial memoranda 7–18
delivery or surrender of deserters 7–9
deserters discharged as undesirable 7–14
disposition of records when organization discontinued 10–32
elopement of applicants 7–17
fitness of officers 10–23, 10–24
  of quartermaster sergeants 10–25
muster rolls 10–1 to 10–18
officer placed under arrest 7–1 (9)
on men due for discharge 4–9 (4)
punishment inflicted on officers 10–26 (2)
rations purchased in open market 14–23 (2)
transfers and discharges 10–20
Reports, Paymaster's Department 10–41, 10–42
annual—
  officers and special disbursing agents 10–42 (*a*)
  paymaster to major general commandant 10–41
monthly, officers and special disbursing agents 10–42 (*d* to *h*)
quarterly, officers and special disbursing agents 10–42 (*b*, *e*)
semimonthly, officers and special disbursing agents 10–42 (*i* to *k*)
Request for credit and checkage 23–62 (21 to 31)
cash advance to cover subsistence and transfer 23–62 (31)
certified to, by pay officer only 23–62 (27)
clothing overdrawn 23–62 (30)
forwarding of 23–62 (26)
Government property, loss or damage to 23–62 (30)
not to be retained at posts 23–62 (25)
officers other than paymasters have no authority to issue 23–62 (23)
pay rolls, entry on covering 23–62 (24, 29, 30)
prepared and signed by paymaster 23–62 (21, 22)
record of, at posts 23–62 (24)
subsistence, transfer, cash advanced, method of handling 23–62 (31)
transferred, before receipt of 23–62 (28)
vouchers, entry of name of pay officer 23–62 (29)

- **Requisitions:** Article
  - arms and accouterments 17-51
  - articles not kept in store 18-9
  - articles to be furnished by Navy Department 18-12
  - band instruments 17-82
  - clothing 15-3
  - clothing for Naval Academy band 22-61
  - forwarding, manner of 22-34
  - ice 14-93, 18-8
  - letter of transmittal not required 22-33
  - newspaper subscriptions 18-8
  - open-purchase 14-23, 18-7
  - rent post-office box 18-8
  - services, supplies, how submitted 18-5 to 18-7
  - spare parts 18-10, 18-11
  - subsistence stores from Army 14-12
  - to whom forwarded 18-6
  - when serving with Army 22-77
- **Reserve** (*see* Marine Corps Reserve) 13-1 to 13-80
- **Residence,** change of to be reported 10-27
- **Resignations,** officers, final settlement pay 28-1
- **Retention in service to work off indebtedness** 3-28
- Retired enlisted men (*see* Pay, enlisted men) 25-100 to 25-106
  - active duty 25-106
  - promotion of 25-106 (2, 3)
  - Service-record book 25-106 (4)
- **Retired list,** report of address while on 10-27
- **Retired officers** 24-39 to 24-59
  - accounts of 24-48
  - address, to keep paymaster informed of 24-47
  - not construed to hold office during retirement, when 24-53 (2), 25-105 (21)
  - on active duty—
    - accounts 24-57
    - pay 24-56, 24-58
    - promotion 24-55
  - pay of—
    - by check, monthly or semimonthly 24-47
    - deduction for hospital fund 24-45
    - first lieutenant as captain in National Guard 24-52
    - increased 24-42
    - in excess of $2,500, eligibility for civil service 24-53
    - not pension when in hospital 24-50
    - oath not required 24-54
    - on retired list June 30, 1922 24-40
    - percentage 24-41
    - retired after June 30, 1922 24-39
    - retired by private act 24-51
    - settlement of accounts when retired 24-46
    - summons as witness does not place on active duty 24-49, 26-29 (21)
    - when retirement effective 24-43
    - wholly retired 24-59
- **Retirement.** (*See* Pay, enlisted men.)
  - enlisted men 3-41
    - ceremony 3-41 (3)
    - closing accounts 3-41 (2)
    - monthly report of address 3-41 (5)
    - under Army laws 3-41 (1), 25-100
- **Returns:**
  - annual report of property on hand 22-20
  - consolidated, to Bureau of Supplies and Accounts 22-35
  - examination before signing 22-24
  - expeditionary service—
    - method of rendering 22-71, 22-73
    - quartermaster advised of method 22-71 (2)
  - forwarding of 22-34
  - forwarded within 20 days 22-18
  - furniture 22-1 (25 to 28)
  - letter of transmittal not required 22-33
  - preparation 22-18
  - quarterly 22-21
  - receipt on final 22-19
  - regimental quartermaster 22-72
  - when rendered 22-18
- **Returns, fiscal:**
  - accounts current, accounting for funds received under Treasury warrant 23-185
  - fiscal year—
    - begins 23-182
    - returns for each to be separate 23-183
  - must represent actual state of business 23-186

Returns, fiscal—Continued. Article

- Paymaster's Department 23-187 to 23-201
  - abstract of collections 23-196
  - abstract of deposits 23-197
  - abstract of expenditures 23-195
  - account current 23-187, 23-194
  - blank forms used for 23-193
  - Bureau of Supplies and Accounts, reports to 23-192, 23-200 (*b*)
  - General Accounting Office, reports to 23-187 (1), 23-200 (*a*)
  - general expenses, Marine Corps 23-191
  - memorandum of cash expenditures 23-198
  - pay, miscellaneous, Navy 23-192
  - pay rolls, paid by check, notations on 23-189
  - recapitulation and transcript of accounts 23-190, 23-199
  - vouchers 23-188, 23-201
- Quartermaster's Department 23-166 to 23-181
  - account current 23-167
    - list of checks to accompany 23-173
  - audit of accounts 23-166
  - blank forms for expeditionary service 23-176
  - copies of vouchers to quartermaster 23-169
  - foreign money 23-180, 23-181
  - general expenses, Marine Corps 23-172
  - how made to quartermaster 23-170
  - June 30 balance 23-179
  - mail address, change of 23-177
  - monthly statement 23-168
  - time allowed for rendering 23-174, 23-175
  - true copies not to be certified by disbursing officer 23-178
  - vouchers arranged serially 23-171
- statement of differences 23-202 to 23-206
- statement of disbursing account 23-207 to 23-210
- time for rendering 23-184

Rewards, deserters and stragglers 7-2, 7-5, 18-82 to 18-86

Ribbons:

- expeditionary 8-11 (1 to 3)
  - Abyssinia 8-11 (1) (*w*)
  - Argentina 8-11 (1) (*g*)
  - Chile 8-11 (1) (*i*)
  - China 8-11 (1) (*m, n, cc, mm*)
  - Corea 8-11 (1) (*d, k, x*)
  - Cuba 8-11 (1) (*dd, ii*)
  - Dominican Republic (8-11) (1) (*t, y, ff, hh*)
  - Egypt 8-11 (1) (*b*)
  - Haiti 8-11 (1) (*h, ee, ff, gg*)
  - Hawaiian Islands 8-11 (1) (*a, f, j*)
  - Honduras 8-11 (1) (*s, aa, ll*)
  - Nicaragua 8-11 (1) (*bb*)
  - Panama 8-11 (1) (*v*)
  - Russia 8-11 (1) (*z*)
  - Samoa 8-11 (1) (*e, o*)
  - Siberia 8-11 (1) (*jj, kk*)
  - Syria 8-11 (1) (*u*)
  - United States of Colombia 8-11 (1) (*c, l, p, q, r, v*)
- gratuitous issue 8-2
- wearing of during punishment 8-5
- withheld when entire service has not been honorable 8-6

Ribbons, fourrageres and auxiliary insignia, gratuitous issue 8-3

Rifle, each man to use his own at target practice 5-16 (2)

Rifles, inspection and care of 17-69

- number of 17-70
- surveys on 17-122

Rosters 10-19

Routes, official (*see also* Allowances, Mileage, and Transportation) 26-19 to 26-29, 26-37

S

Sales:

- abstract of, of Government property 22-52
- advertisements 22-48 (4)
- auctioners, civilian 22-48 (3)
- auctioneers, enlisted men as 22-48 (2)
- cash 22-42
- civilian 22-46
- clothing 22-41, 46, 47
- Coast Guard officers and enlisted men 22-41 (2)
- condemned 22-47
- disbursing officer not to be personally interested in 23-147
- disposal of funds 22-51
- enlisted men 22-41, 43, and 22-52

Sales—Continued. Article
- equipage 22-41
- expenses 22-48 (2)
- officers 22-41, 42, 47
- officers' servants 22-44
- payment for 22-42, 22-43
- pistols and rifles 22-41 (3)
- prices 22-45
- proceeds of 22-51
  - classification of 22-53
  - deposits of 22-55
  - how taken up 22-54
- public auction 22-48
- public Health Service officers 22-41 (2)
- public property 22-41 to 22-48
- subsistence stores 14-61
  - blank forms for 14-91
- to whom made 22-41

San Diego, Calif.:
- Marine Corps Expeditionary Forces at 1-52
  - correspondence of 1-52 (3)
  - extent of command 1-52 (2)

San Diego trophy match 5-28

Schools (*see also* Military schools.) 5-5, 5-6

Sea and foreign service to be equalized 4-12

Second lieutenants, appointment (*see* Entry into the service) 2-1

Separation from the service Chap. 3

Sergeants, warrants of 6-22 (7)

Sergeants major—
- selection of 6-23 (10)
- warrants of 6-22 (6)

Servants, enlisted men not to be employed as 1-23

Service-record book—
- completing for discharge 3-21
- entries in—
  - as to prior service 2-56 (12)
  - concering cause of desertion 7-6
  - concerning marksmanship 5-19
  - of pay data 30-81
  - on transfer 4-1 (3), 30-82
- forwarding, for discharge 3-20
- to accompany recommendations for trial 7-1 (6)

Service schools, effect of graduation from on examination for promotion 6-2

Services, acceptance of vountary, prohibited 18-1

Signalmen, additional pay abolished 1-34 (6)
- afloat 1-34 (5)
- examination of candidates 1-34 (1 to 3)
- termination of detail 1-34 (4)

Signs, authorized, for automobile 1-56

Sleeping car (*see* Parlor and sleeping cars) 16-131 to 16-140

Smallpox, Army transport, inspection of detachments 4-10 (1)

Soap, issue for quarters 21-7

Soap, salt-water, on expeditionary duty 17-55 (2)

Specialists 1-35, 25-2 (1)
- allowance of, for posts and organizations 1-35 (2, 3)
  - aviation 1-35 (4)
  - bands 1-35 (5), 1-36
  - headquarters and staff offices 1-35 (6)
  - new commands 1-35 (7)
- authority to rate 1-35 (1, 8)
- cooks, bakers, and messmen not to be rated 1-35 (1)
- first and second class, authorized in exceptional cases 1-35 (9)

Specifications:
- bidders to be furnished with 18-23
- preparation, care in 18-65
- reference in proposals 18-25
- when changes are made 18-34

Staff, efficient, vital 5-1 (2)

Staff returns:
- copy of orders to accompany 4-2 (3)
- deserters, forwarded to major general commandant 7-4
- to whom sent on transfer 4-1 (2, 3)
- transfer by 4-2 (2, 3)
- upon transfer, how prepared 4-1 (1, 3)

Staff sergeants (*see* Noncommissioned officers):
- appointment 6-23 (7)
- warrants of 6-22 (9)

Article

- **Statement of differences:**
  - disallowances and suspensions 23–203
  - disallowances, deposit to cover amount of 23–206
  - General Accounting Office renders 23–202
  - removal of disallowances 23–205
  - removal of suspensions 23–204
- **Statement of disbursing account:**
  - check stubs, compared with 23–208
  - discrepancies in, report of 23–208
  - forwarding of returns, not received before 23–209
  - furnished monthly 23–207
  - outstanding checks, list of to be prepared 23–208, 23–210
  - relieved from duty, disbursing officers to take a list of outstanding checks 23–210
  - verified by disbursing officers 23–208
- **Stationery** 2–69, 17–94 to 17–97
- **Statute of limitations,** delivery from desertion 7–2
- **Steward, mess,** detail as commissary steward prohibited 1–29
- **Stragglers** (*see* Deserters) 7–2, 7–5, 7–9, 7–10
  - commanding officer, to be informed of apprehension of 7–16
- **Straggling,** discouragement of 7–15
- **Street car and ferry tickets** 16–118, 16–181
- **Subsistence** (*see also* Allowances, subsistence) chap. 14
  - allowance, application for 14–94
  - furnished men of other branches of service 14–6
  - sales 22–51
- **Summary court-martial:**
  - memoranda of 7–18, 7–19
  - when authorized 7–1 (4)
- **Supervisory examining boards** 6–4 (1)
- **Supplies and services** chap. 18
  - advances of public money 18–4
  - Advertising for proposals for 18–2, 18–14 to 18–21
    - bills for 18–20
    - by whom issued 18–18
    - copy forwarded to quartermaster 18–19
    - guaranties or certified checks 18–17
    - in newspapers 18–15
    - item by item 18–16
    - rates for 18–21
  - authority for purchases 18–1
  - agreement, forms of 18–39
  - awards 18–33 to 18–38
    - noted on abstract of proposals 18–37
    - purchases over or under $500 18–38
    - slight failure to comply with terms of advertisement 18–35
    - to lowest responsible bidder 18–33
    - when no guaranty required 18–36
  - Bonds (*see also* Bonds) 18–46 to 18–57
    - authority to do business with United States 18–57
    - corporations as sureties 18–55, 18–56
    - firm not accepted as surety 18–51
    - how executed 18–49
    - individual sureties 18–50
    - limitations 18–58
    - payment of subcontractors 18–53
    - penalty 18–48
    - sufficiency of guarantors certified 18–52
    - suit by subcontractors 18–54
    - when not required 18–47
    - when required 18–46
  - contracts (*see* Contracts) 18–40 to 18–45
    - not to be made with persons in military or naval service 18–66
  - deceased persons (*see* Deceased persons) 18–71 to 18–73
  - deserters and stragglers 18–81, 18–82
    - checkages 7–11, 18–81, 18–82
    - discharge as undesirable 7–14, 18–82 (4)
    - payment of reward 7–10, 18–81
    - surrendering on advice of attorney 18–82 (5)
    - transportation of civil officer making arrest 18–81
  - emergencies 18–59 to 18–65
    - certificate as to number of bids 18–64
    - emergency purchases 18–59
    - exigency 18–62, 18–63
    - minor emergency repairs 18–61
    - obtaining proposals 18–60
    - specifications 18–65
  - forms of agreement 18–39

Supplies and service—Continued. Article
- proposals (*see* Proposals) 18–22 to 18–32
  - bidders for labor 18–24
  - right to withdraw bid 18–31
- purchases of less than $500 18–3
- requisitions (*see* Requisitions) 18–5 to 18–13
- responsibility and penalties 18–66

Supply officers on board ship 22–62

Sureties, bonds 18–46 to 18–57

Survey (*see also* Public property and Rations):
- naval ordnance 17–88
- stores damaged in transit 22–32
- auto tires and accessories 22–1 (9)

T

Tags, identification 1–58

Target practice (*see* Marksmanship) 5–11 to 5–31

Telegrams (*see* Correspondence, Dispatches) 9–31 to 9–41

Telegraph, use of—
- in identifying deserters 7–10
- reporting physical fitness of deserters 7–12

Telephone, requisition for 18–8

Telephones in private residences 9–39

Tentage, allowance for expeditionary forces 5–42 (12), 22–77

Tickets:
- lost 16–46
- return trip 16–44
- street car and ferry 16–118, 16–181
- unused 16–52

Time:
- division of for pay purposes 28–165
- lost, entry of in service-record book 10–30

Toll bridges 16–191

Training of officers (*see* Officers) 5–1

Transfers 4–1 to 4–13, 25–111
- allowances 16–114, 16–119
- Army transport 4–10, 4–11
- ashore for discharge 3–19, 25–111 (4)
- by staff returns 4–2 (2, 3)
- cash for—
  - accounted for 16–113
  - relief of accountable officer 16–112
  - requisition for 16–111
- checkages pending to be noted in service-record book 25–111 (3)
- clothing left at posts on transfer 4–8
- copy of to be furnished paymaster 25–111 (2)
- deposit record books 25–111 (8)
- deserters and court-martial prisoners 25–111 (9)
- enlisted men—
  - with technical warrant, to United States for discharge 6–22 (3)
  - with temporary warrant 6–22 (4)
- entries in service-record books, on 4–1, 30–82
- Fleet Marine Reserve, to 13–54
- for discharge on expiration of enlistment 3–19, 4–9
- general instructions 4–1
- men afloat 25–111 (6, 7)
- Navy personnel serving with marines 25–111 (5, 11, 12)
- noncommissioned officers not to be transferred during probationary period 6–26
- notification of time of arrival 4–2 (1, 2)
- not made after accounts closed for discharge 3–26
- orders for by transport 4–11 (1)
- recruiting service 2–57
- reimbursements 16–120
- reports of 10–20
- restored probationers or former general court-martial prisoners 4–3
- sea and foreign service to be equalized 4–12
- ship to hospital 4–7
- staff returns—
  - copy of orders to accompany 4–2 (3)
  - how prepared 4–1 (1, 3)
  - to whom sent 4–1 (2), 4–2 (3)
- street car and ferry tickets 16–118, 16–181
- table of rates for 16–119
- to Mare Island for bad-conduct discharge 4–9 (6)
- to ships—
  - on eve of sailing, how made 4–5
  - selection of men for 4–4
  - uniform, complete outfit 4–6

Transfers—Continued. Article
- to United States from expeditionary service 22–76
- through New York, N. Y 16–116
- when not to be furnished 16–115

Transport, Army (*see* Army transports):
- command of marines on 1–6
- epidemic disease, in detachment en route for 4–10, (2)
- messes, assignment to 4–11 (2)
- orders for transfer by 4–11 (1)
- smallpox, inspection for 4–10 (1)

Transportation (*see also* Mileage):
- accounts and voucher forms 16–306 to 16–308
- instructions in regard to posts and stations 16–314

Transportation of animals 16–301 to 16–305
- attendants, expenses for 16–301 (1)
- certificate of ownership 16–303
- descriptive card 16–302
- expense allowed 16–301 (1)
- in excess of allowance 16–301 (1*e*)
- officers—
  - deceased 16–301 (1*b*)
  - mounted and unmounted status 16–304
  - ordered over seas 16–301 (1*d*)
  - retired 16–301 (1*b*)
- purchased at points other than station 16–301 (1c)
- stalls for private mounts 16–305
- valuation 16–303

Transportation of attendant, deceased enlisted men 16–28

Transportation of baggage 16–27, 16–271 to 16–300
- allowances 16–273, 16–277 to 16–280, 16–285
  - excess of 16–274
- automobiles 16–285
- claims for loss and damage 16–263, 16–266
- enlisted men—
  - deceased 16–277
  - express shipments 16–281
  - retirement 16–277
- general average 16–5
- officers—
  - appointment, first 16–278
  - deceased 16–277
  - promoted from ranks 16–278
  - retired 16–277, 16–286, 16–287
  - temporary duty 16–273, 16–278
- over-sea service 16–276, 16–279
- packing and crating—
  - allowance 16–277, 16–278, 16–282, 16–283, 16–288, 16–292
  - cost, maximum 16–292
  - materials for 16–294
  - professional books, cost of 16–290
  - report of 16–272
  - stations where there is no quartermaster 16–293
  - temporary change of station 16–291
- professional books 16–277, 16–282, 16–283
  - certificate as to character 16–282
- reimbursement not allowed 16–284
- report of 16–272
- request for 16–272
- stations where there is no quartermaster 16–284
- storage to 16–279
- valuation 16–275

Transportation of remains, enlisted men 16–212

Transportation requests 16–31 to 16–64
- alterations 16–42
- billed to Paymaster's Department, when 26–12
- canceled 16–43, 16–61
- care of 16–33
- commercial vessels 16–153
- delays en route, authorized 16–45
- disposition of, when relieved 16–32
- duplicate 16–47
- erasures or alterations 16–42
- explanations on 16–35
- how filled out 16–35
- issue of—
  - authority for 16–11
  - civilian clerks 16–12
  - deserters and stragglers 16–37
  - general court-martial prisoners 16–37
  - issuing officers 16–31

Transportation requests—Continued.
- issue of—Continued. Article
  - officers — 16–12
  - party travel — 16–36
  - place of — 16–51
  - report of transportation issued — 16–53, 16–61, 16–64
  - round trips — 16–44
- loss of — 16–33, 16–34, 16–46, 16–48
- memorandum, disposition of — 16–41
- notations on — 16–49
- original, disposition of — 16–41
- parlor and sleeping car — 16–39
- passenger rates — 16–38
- payable by — 16–49, 16–62, 16–63
- preparation of — 16–35, 16–36, 16–40
- receipts for — 16–31, 16–32
- relief of accountable officer — 16–32
- requisitions for — 16–31
- status of traveler indicated — 16–37
- transfers not included on — 16–39
- unused requests and tickets — 16–52

Transportation of supplies — 16–201 to 16–212
- claims against carriers — 16–263, 16–270
- consignment — 16–211
- demurrage — 16–259
- dimensions of cars — 16–255
- diversion or reconsignment — 16–260
- drayage — 16–261
- express—
  - articles shipped by — 16–203 to 16–205
  - authority for — 16–203 to 16–206
  - public funds — 16–203
  - special authority — 16–206
- furnished by — 16–201
- household goods — 16–253
- letters and packages, official — 16–207
- loading — 16–257
- loss and damage — 16–210, 16–264, 16–270
- mail — 16–207, 16–208
- marking, manner of — 16–202, 16–211
- measurement, when stated — 16–240
- packing — 16–256
- rate notations on bills of lading — 16–209, 16–239
- routing — 16–258
- storage — 16–262

Transportation of troops — 16–11 to 16–28
- accommodation—
  - first class — 16–84, 16–151
  - second class — 16–151
- Army transport regulations — 16–161 to 16–163
- authority for — 16–11, 16–13
- beyond limits of United States — 16–15, 16–16
- certificates of travel and reports of cash for meals — 16–71 to 17–78
- civilian employees—
  - commercial vessels — 16–16
  - expenses, reimbursement — 16–12, 16–21
  - Government transports — 16–16
- commercial vessels — 16–151 to 16–156
  - accommodations — 16–151, 16–154, 16–155
  - liability of owners — 16–4
  - meals, when furnished — 16–153, 16–156
  - stateroom berths, when furnished — 16–152, 16–153, 16–156
- enlisted men—
  - absent without leave, without funds — 16–19
  - deserters and stragglers — 16–37
  - detachments — 16–17
  - discharged—
    - entitled to sea travel — 16–24
    - under 18 years of age — 16–26
  - furlough — 16–19
  - general court-martial prisoners — 16–37
  - mileage or scrip books — 16–25
  - Navy — 16–50
  - Reservists on active duty — 16–23
  - retired — 16–18
- extra-fare trains — 16–22
- for target practice — 5–16 (3)
- furnished by Q. M. Department — 16–1
- Government conveyances — 16–15, 16–16

Transportation of troops—Continued. Article

- insane persons 16–37, 16–140
- kitchen tourist cars 16–171 to 16–176
- officers—
  - commercial vessels 16–16
  - indorsement of orders 16–14, 16–16
  - extra-fare trains 16–22
  - Government transports 16–16
  - on mileage status 16–192 to 16–194
- parlor and sleeping car accommodations 16–131 to 16–140
- party travel 16–35
- payable by 16–49
- rates—
  - rail 16–2
  - water 16–3
- round trip 16–44
- routes and classes 16–81 to 16–85
- street car and ferry tickets 16–181
- toll bridges, ferries, and turnpikes 16–191
- transfers of men and baggage 16–111 to 16–121
- upon arrival in United States 16–15
- when ordered to act with Army 22–77
- witnesses, civil courts 16–20

Transportation of wives and children 16–164 to 16–170

Transportation, waiver of 4–9 (2, 3)

Travel allowance, enlisted men 26–81 to 26–89

Travel allowance, officers discharged 26–61 to 26–63

Traveling expenses (*see also* Mileage, and N. R. 1808–1818) 26–71 to 26–76

- absent under orders entitling to 26–76 (7)
- actual rate of exchange allowed 26–76 (1)
- airplane (Army officer) 26–76 (30, 33)
- automobile 26–25, 26–74 (8)
- awaiting transportation 26–76 (23, 25)
- baggage transferred upon arrival from abroad 26–76 (11)
- bath, charge for 26–76 (14)
- civil employees 26–72
- claims for expenditures in foreign countries 26–76 (2)
- decisions 26–76
- detached from duty abroad 26–76 (5)
- fees to stewards 26–76 (28)
- flying duty 26–71 and 26–77 to 26–80
  - actual and necessary expenses 26–79
    - for fractional part of day 26–78
    - items of expense 26–77 (2)
    - not to exceed $8 a day 26–77 (1)
  - additional expenses when making aerial surveys 26–80
- hotel bill after arrival 26–76 (6)
- law authorizing 26–71
- limits of a day 26–76 (13)
- Manila to San Francisco, via merchant ship 26–76 (17)
- meals at regular post of duty 26–76 (22)
- meals en route 26–76 (29)
- naval surgeon with marine brigade 26–76 (8)
- Olongapo to China 26–76 (10)
- per diem allowance 26–76 (21)
- performing duty between periods of actual travel 26–76 (24)
- prior to commencement of journey 26–76 (3)
- reimbursement 26–74 (3, 4)
  - for repairs to automobile 26–76 (32)
  - of naval officer for baggage shipment 26–76 (26)
- renting apartment with family 26–76 (9)
- repeated travel 26–71, 26–74 (2, 3)
  - to places in same vicinity (Army) 26–76 (31)
  - with allowance for actual expenses 26–76 (12)
- rules for settlement of claims 26–74 (10)
- sea travel 26–74 (9), 26–75, 26–76 (4)
- subsistence on board naval vessel 26–76 (16)
- telegram to reserve room with bath 26–76 (15)
- tips in State where prohibited by law 26–76 (18 to 20)
- transfer of Government property for use in performance of duties 26–76 (27)
- vouchers 26–74
  - hour and date of departure and arrival shown on 26–74 (5)
  - railroad and connections shown on 26–74 (7)
  - sea travel 26–74 (9)
  - subvouchers numbered consecutively 26–74 (6)

Typewriters and computing machines (*see* Public property) 17–32, 17–101 to 17–106

U

- **Uniform:** Article
  - complete outfit on transfer to ship 4-6
  - surrender of, upon bad-conduct discharge, etc 3-29
- **Utilities** (*see also* Fuel, Electric current, Laundries, Refrigerating plants) Chap. 19
  - classification 19-1
  - cost accounting 19-4
  - historical record 19-3
  - operation 19-2
  - power plants 19-5

V

- **Veterans' Bureau,** assistance to ex-service men 1-60
- **Victory buttons,** issue of 8-13
- **Victory medals** 8-10 (11)
- **Vocational training for ex-service men** 1-60
- **Vouchers:**
  - administration of oaths, for 23-224 (26)
  - advertising 18-20
  - arrangement of items on 22-28
  - briefing of 22-5
  - for flying pay 29-14
  - forwarding, manner of 22-6
  - freight 23-224 (17)
  - fuel 23-224 (19)
  - numbering of 22-3, 23-224 (25)
  - Paymaster's Department 23-219 to 23-222
    - definition 23-219
    - letters of transmittal not necessary 23-222
    - payment on 23-221
    - preparation of 23-220
  - Quartermaster's Department 23-223, 23-224
    - preparation of 14-91, 23-224
    - purchase of articles not named in appropriation act 23-223
  - rations, savings 14-83
  - rewards, deserters 18-82 (3)
  - stamped with date of receipt 22-22
  - telegrams 9-38 (3*a*)

W

- **Waivers of consular aid and transportation** 3-18 (1 to 4)
- **Waivers of travel allowance on discharge** 4-9 (2)
- **War Department General Orders,** distribution of 1-2
- **Warrant officers,** appointment of 2-21, 2-22
- **Warrants** (*see* Noncommissioned officers) 6-22
- **Water bill for barracks,** payment of 21-3 (2)
- **Witnesses,** civilian, fees and mileage of 28-121

MARINE CORPS HISTORICAL LIBRARY
HQMC ROOM 3127

VE153.A1M3 1926 w/chgs. 1-7,pt.A
c. 2

c. 2

6005